



Board of Commissioners

Work Session

November 16, 2021

6:00 PM

AGENDA

This meeting is designed as a work session for board members to receive, review and discuss information prepared by staff. Only staff and board members are allowed to speak during this meeting, without express special permission. Citizens are reminded that there is an opportunity during the public comment period of regular board meetings occurring during the first Tuesday of each month for questions and concerns and citizens are welcome to contact the Mayor or board at other times by phone or email.

Item	Presenter
1. Call to Order.	Mayor Currin
2. Pledge of Allegiance.	Mayor Currin
3. Rolesville Community Center at Cobblestone update on layout, components and feasibility.	Rachel Nilson, CPL Architecture Engineering Planning
4. Commercial Growth Feasibility Study introduction and interim report.	Jay Smith, O'Brien Atkins Associates
5. Use of golf carts in Rolesville subdivisions discussion.	Chief David Simmons
6. Review of street sweeper procurement.	JG Ferguson & Isaac Poelman
7. Fire Unification update on current status, timeline and 2021-22 budget preparation.	Kelly Arnold
8. Informal path from Granite Acres to Granite Falls Boulevard discussion. (no documentation included in packet)	
9. Adjourn.	



Memo

To: Mayor and Town Board
From: Mical McFarland, Comm. & Econ. Development Manager
Date: November 16, 2021
Re: Agenda Item #3 Rolesville Community Center at Cobblestone Village update

Background

The Economic Development Agreement (EDA) between the Town and Cobblestone Crossing calls out the inclusion of a municipal building/community center for use by the Town. In accordance with the EDA, the Town developed a Request for Proposals a few months ago soliciting bids from qualified firms to help in determining the design and best use for the municipal space. The architectural design firm CPL was selected.

Staff have been working these past few months with CPL and Cobblestone Crossing on the footprint, design, and programming options, the first of which were presented to the Town Board on September 21. The design elements shared with the Board at that meeting included:

- A large event space that would also accommodate a full-sized court/gymnasium, or smaller event space equivalent to a half-sized court
- a kitchen/food prep area
- multipurpose rooms for classes
- a front lobby/foyer, cultural enrichment and/or other pre-function space
- office space for Parks and Recreation Dept. personnel

The Board expressed a preference for the larger building option, capable of housing a full-sized gymnasium, which has now been incorporated into the revised Cobblestone Village site plan.

Rachel Nilson, Senior Associate with CPL, will provide an update on the layout, components, and probable cost of the community center to seek additional feedback and direction from the Board.

Next steps involve determining the ownership/leasing arrangement for the facility with Cobblestone, finalizing the project budget, and finalizing the design into construction documents.

Recommended Action

Staff is requesting feedback and guidance from the Board in response to the latest design components and layout presented.

Attachments:

- CPL PowerPoint Presentation slides

TOWN OF ROLESVILLE

cobblestone community center

VISIONING

visioning

High priority youth programs

- › Aquatic programs
- › Outdoor adventure programs
- › Outdoor music/concerts
- › Art, dance, performance arts
- › Youth sports programs
- › Special events/family festivals
- › Music lessons/classes
- › Teen sports programs
- › Life skills programs/education

High Priority adult programs

- › Adult fitness and wellness programs
- › Outdoor music/concerts
- › Special events/family festivals
- › Outdoor adventure programs
- › Aquatic programs
- › Adult sports programs



Classroom space or multipurpose room stage

Consider equipping forthcoming community center with space for art, dance and performing arts programming and music lessons. Examples include multipurpose room with stage or mirrored wall



Festival and event space

Upfit park space to improve viability of space for community events, such as providing restrooms and electrical hookups at Mill Bridge Nature Park; invigorate downtown area with annual street festival



Classroom space for life skills education

Consider equipping forthcoming community center with space for life skills education such as a community kitchen, computer room, or library space provided in partnership with Wake County.

1.6

Design and build new recreation center to serve indoor recreation needs as indicated by the Priority Investment Rating and other community context

PROGRAMMING

program

General Spaces

Lobby

Vestibule

Art Gallery/Cultural Enrichment

Pre-Function

Gathering

Support Spaces

Restrooms

Elevator

Janitor Closet

IT Closet

Elec / Mechanical

General Storage

Staff Spaces

Reception

Offices / Work Areas

Community and Athletic Spaces

Event/Gym Space

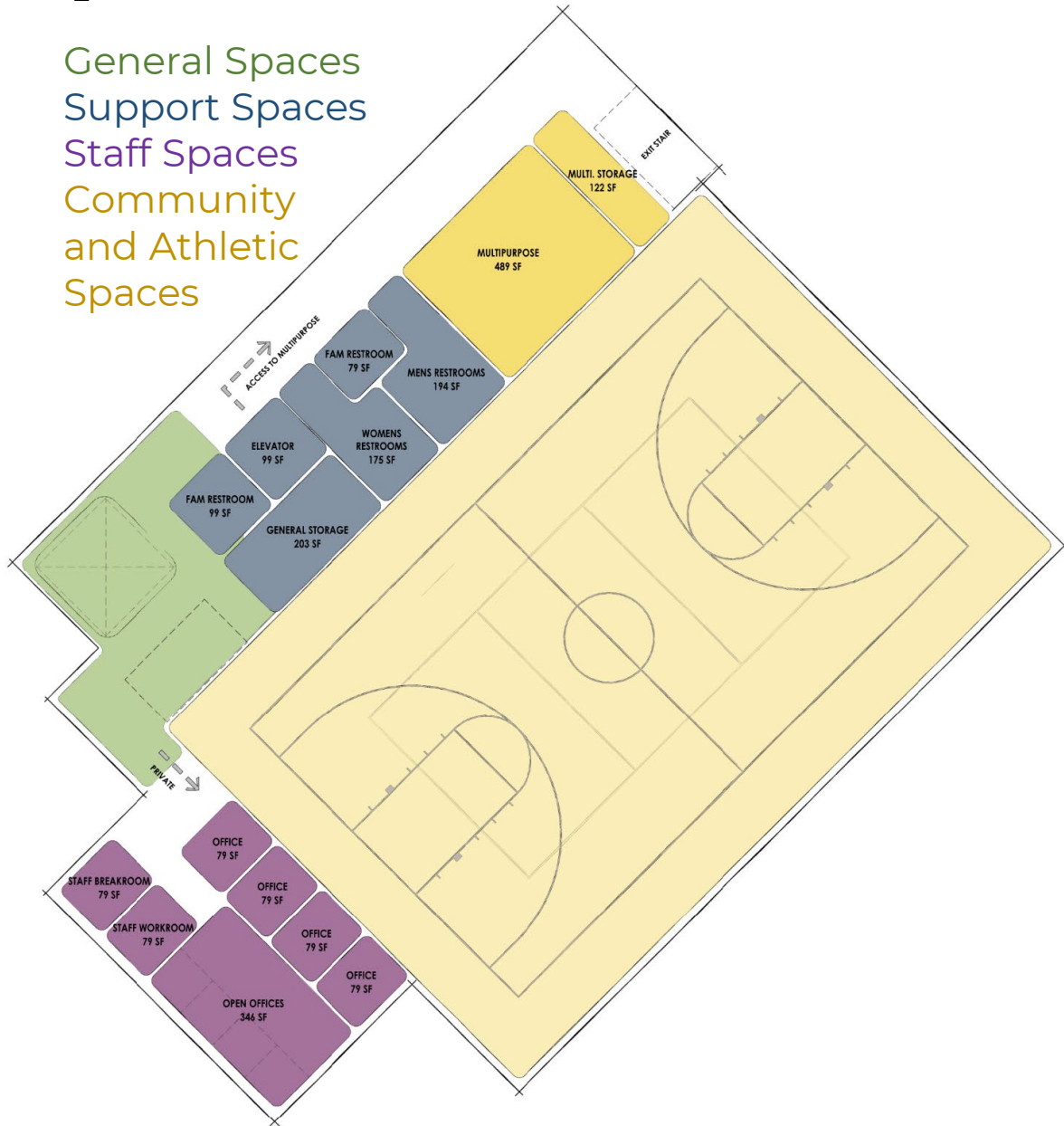
Storage

Kitchen

Multipurpose Rooms (2)

option a

General Spaces
Support Spaces
Staff Spaces
Community
and Athletic
Spaces



SECOND FLOOR

1/8" = 1'-0"

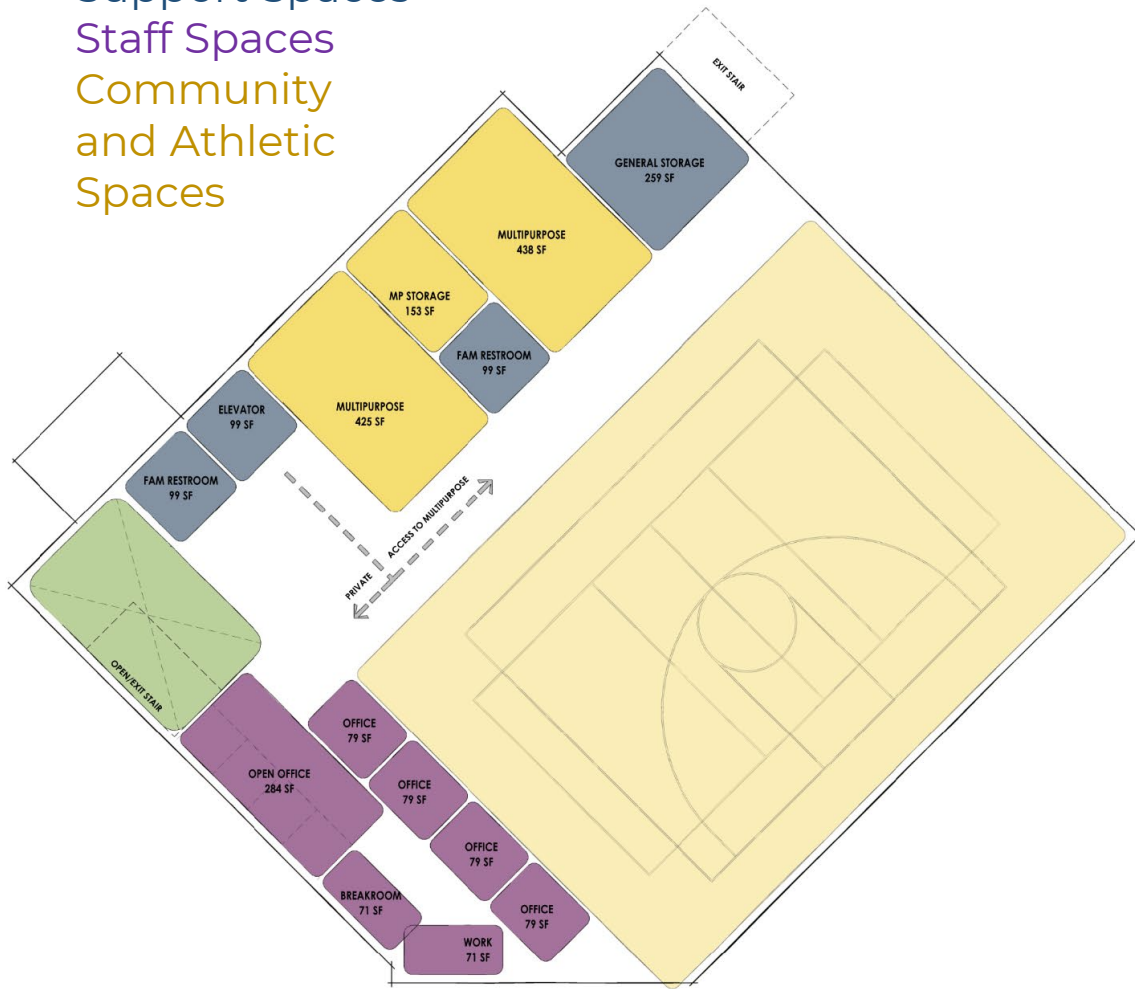


FIRST FLOOR

1/8" = 1'-0"

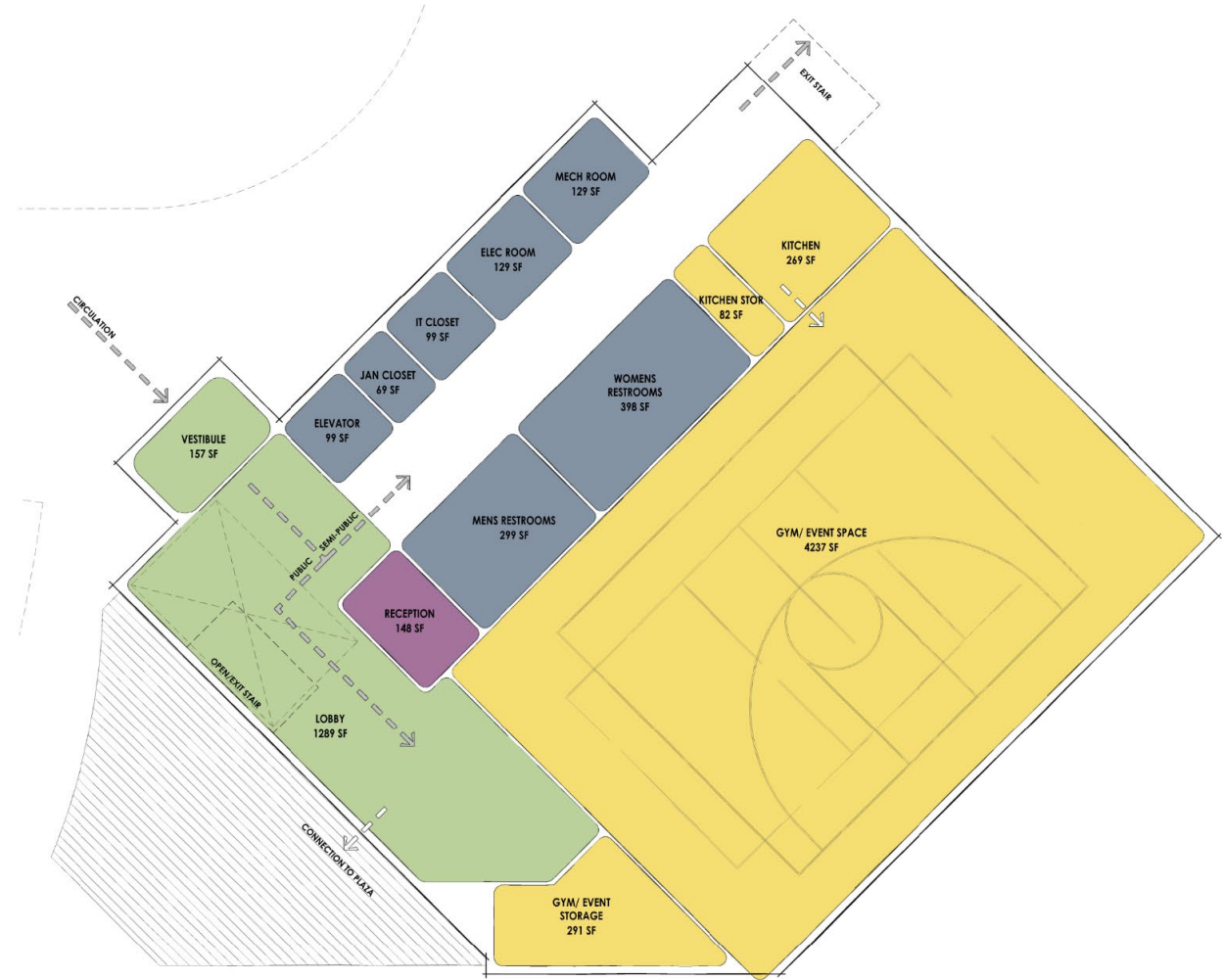
option b

General Spaces
Support Spaces
Staff Spaces
Community
and Athletic
Spaces



SECOND FLOOR

1/8" = 1'-0"



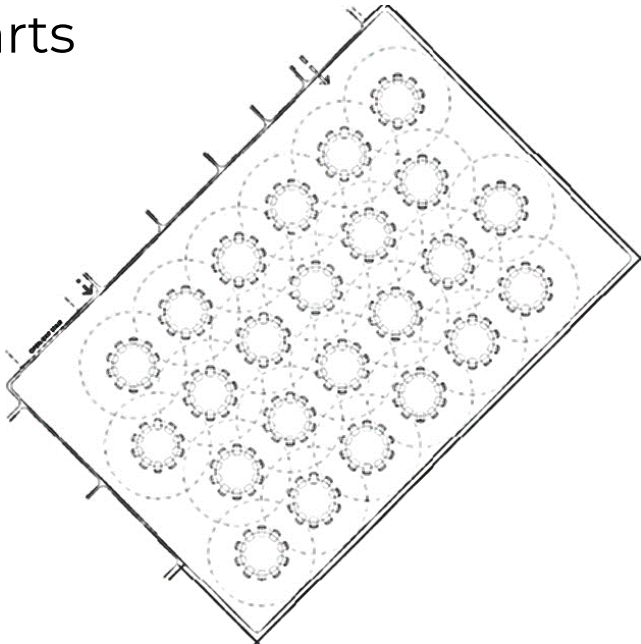
FIRST FLOOR

1/8" = 1'-0"

option a

Event/Gym Space

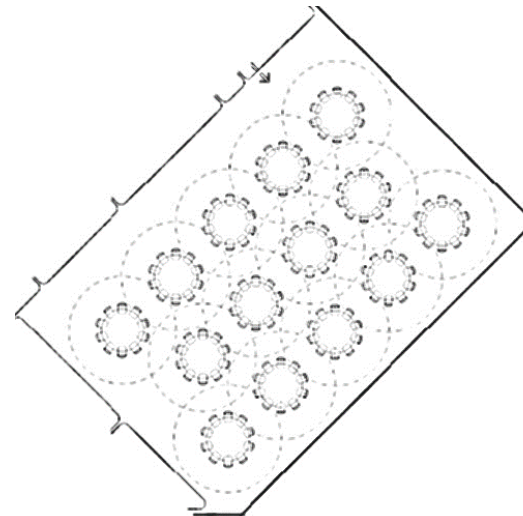
- Full Size High School Regulation Basketball Court
- Use for Athletics (relieve use of school basketball courts)
- 240 seated
- Increased Cost for increased size
- Accommodate more spectators for performing arts



option b

Event/Gym Space

- Half Size Basketball Court
- Use for Recreation
- 140 seated
- Lower Cost for smaller size

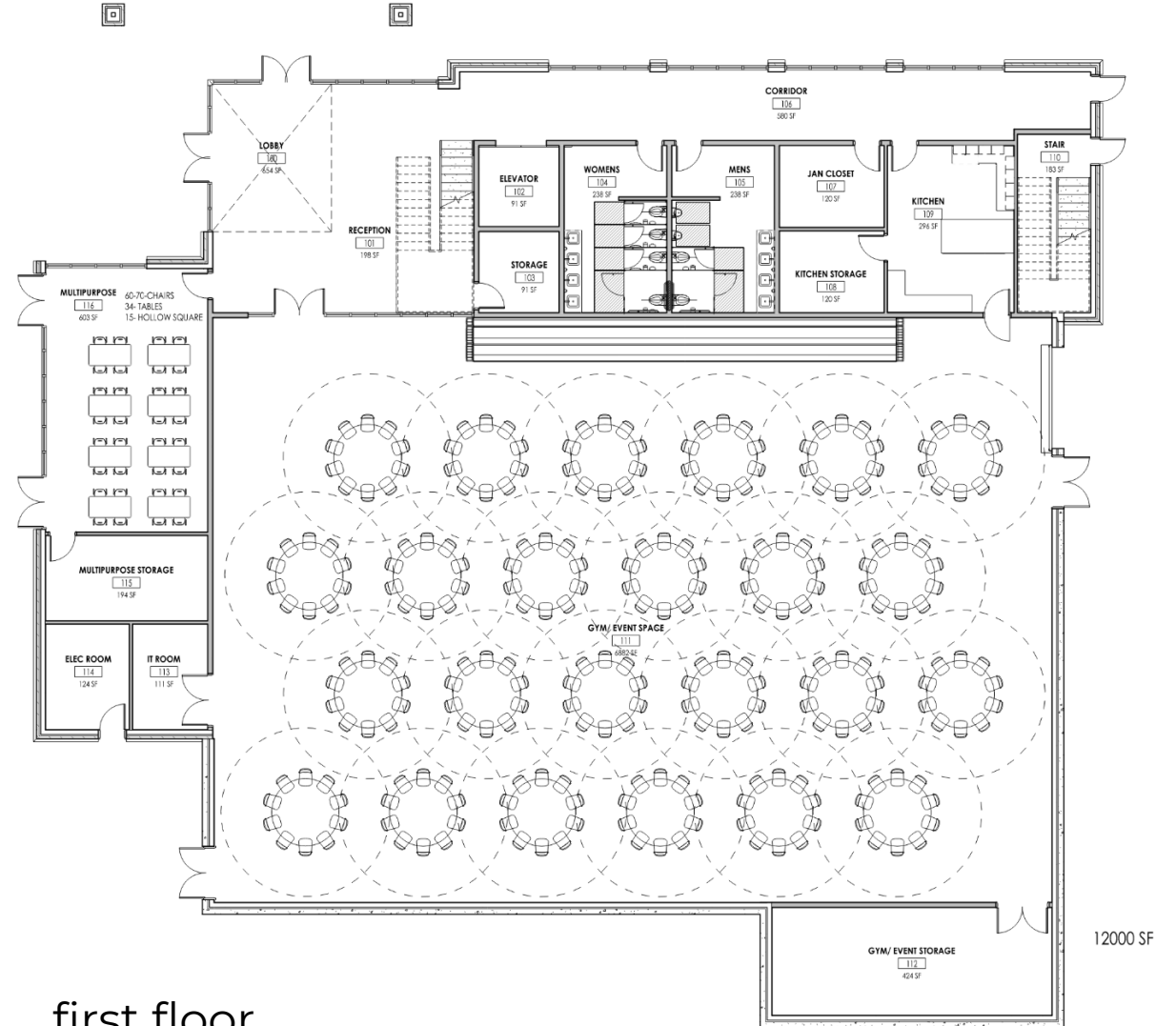


CONCEPTUAL

floor plan

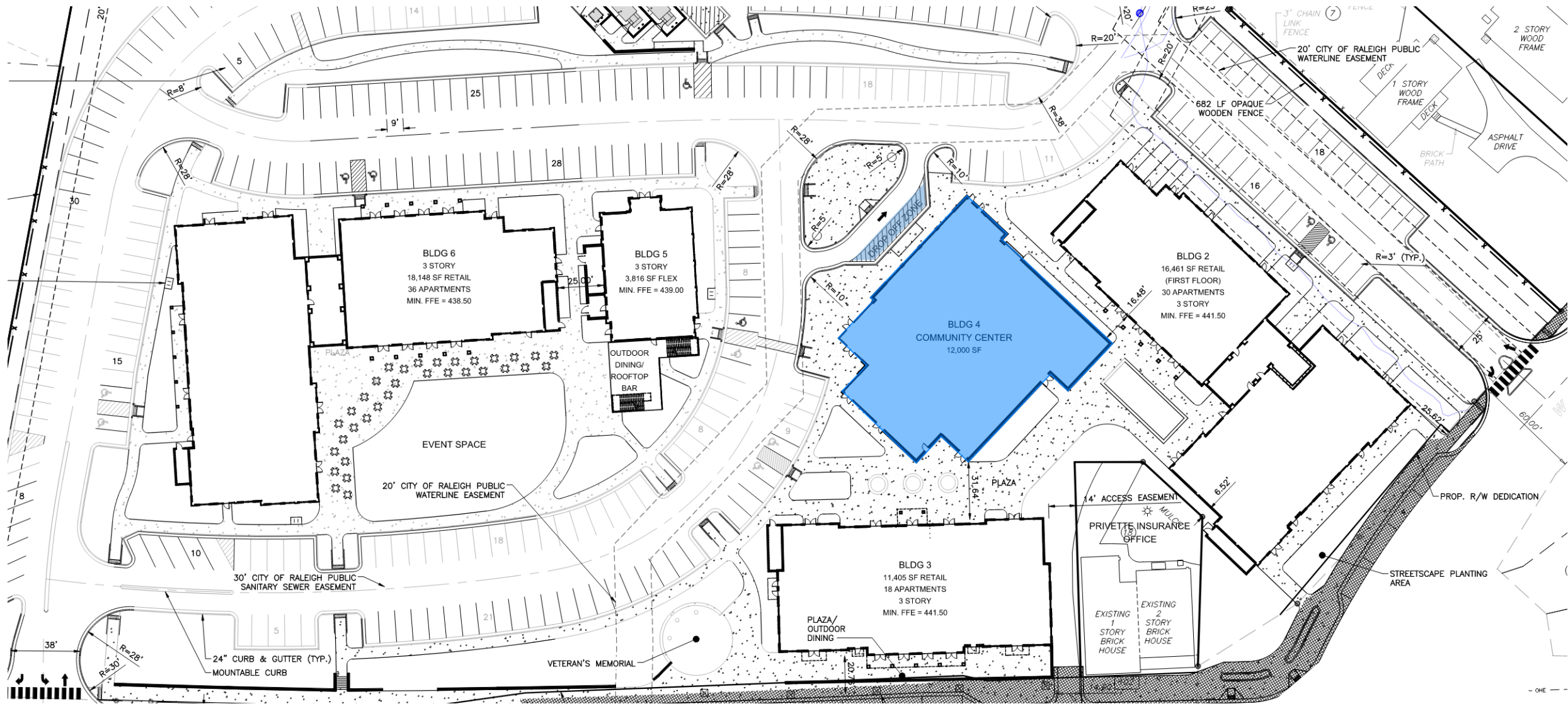


second floor



first floor

site plan

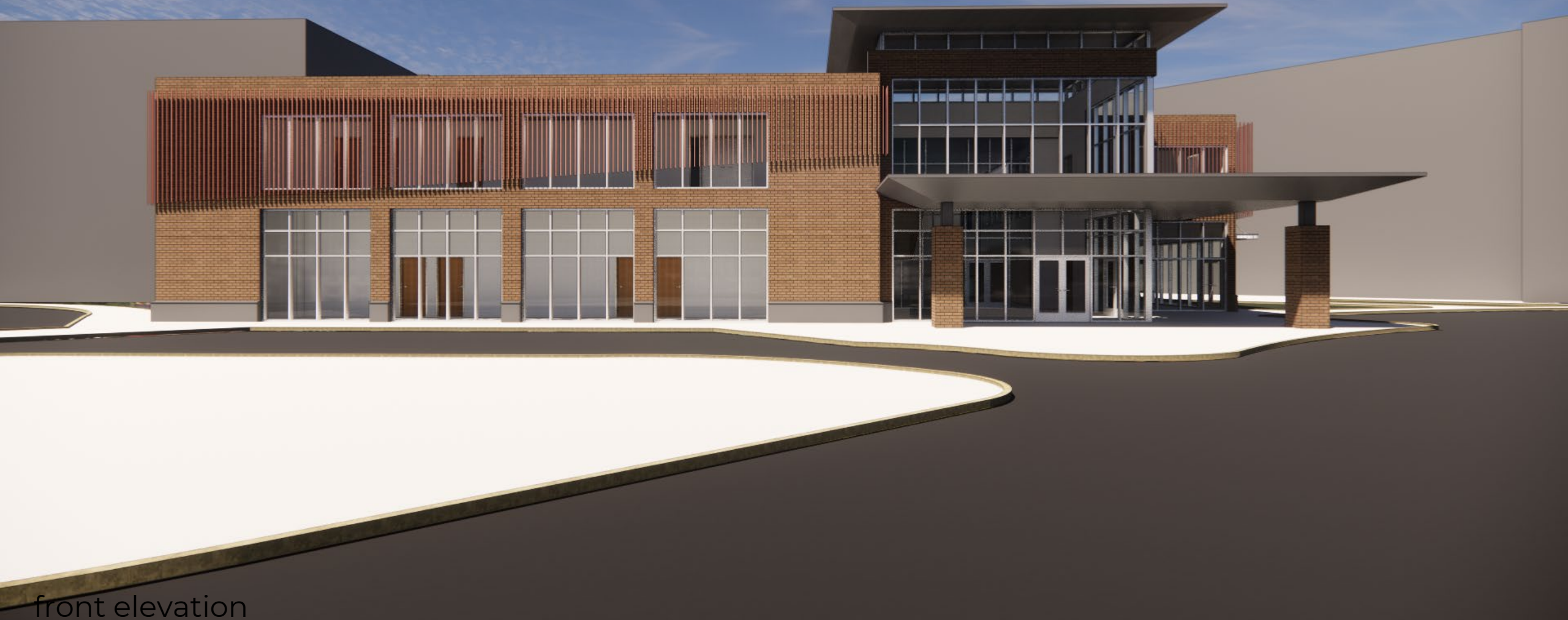


conceptual design

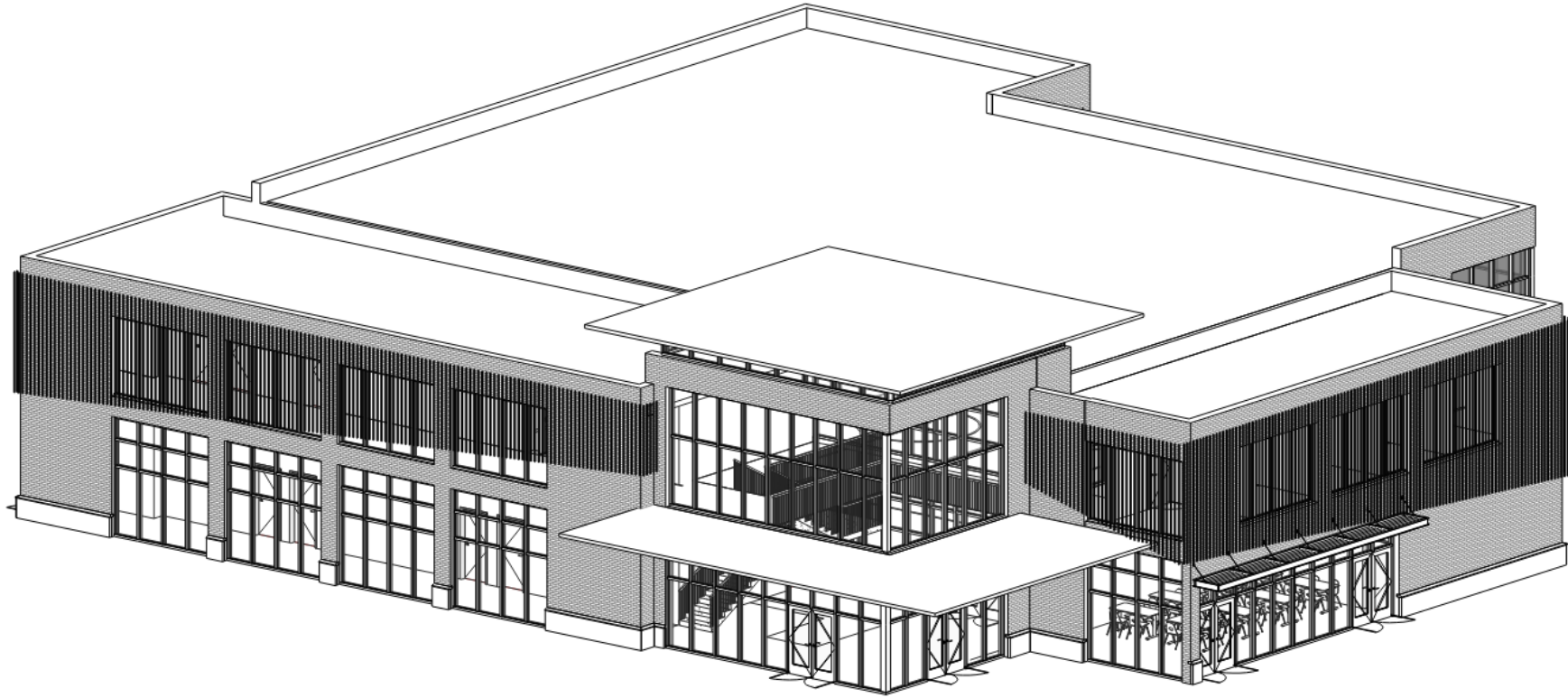


front entrance

conceptual design



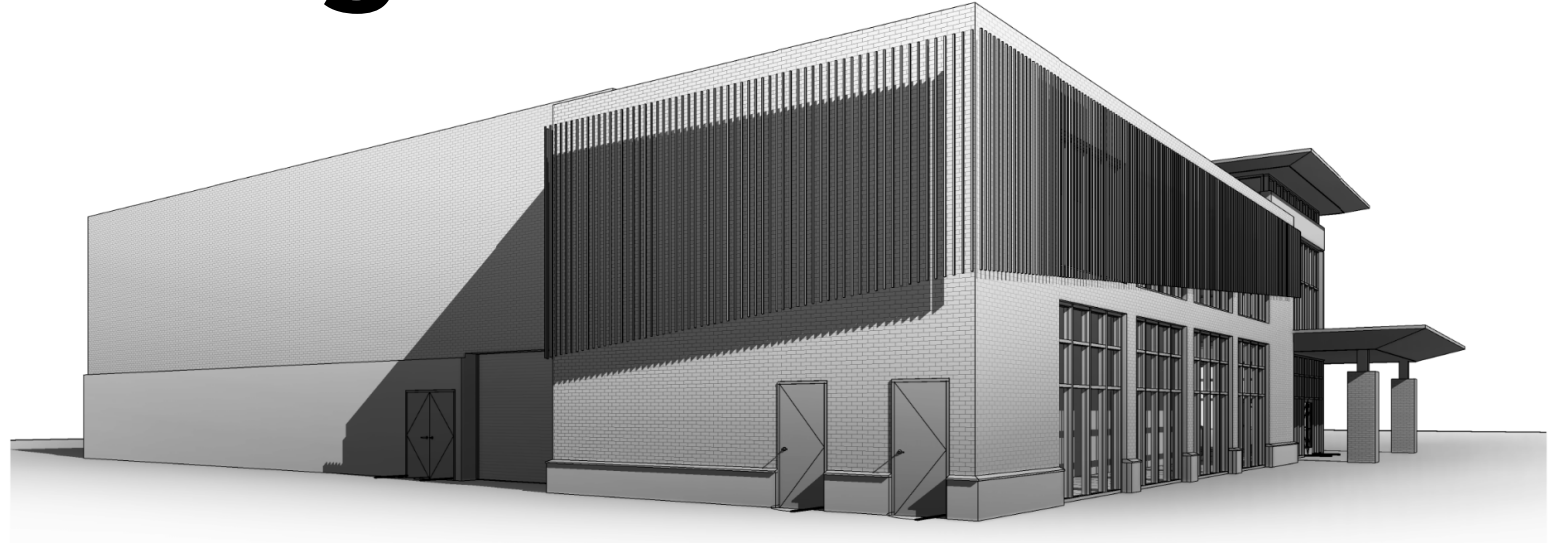
conceptual design



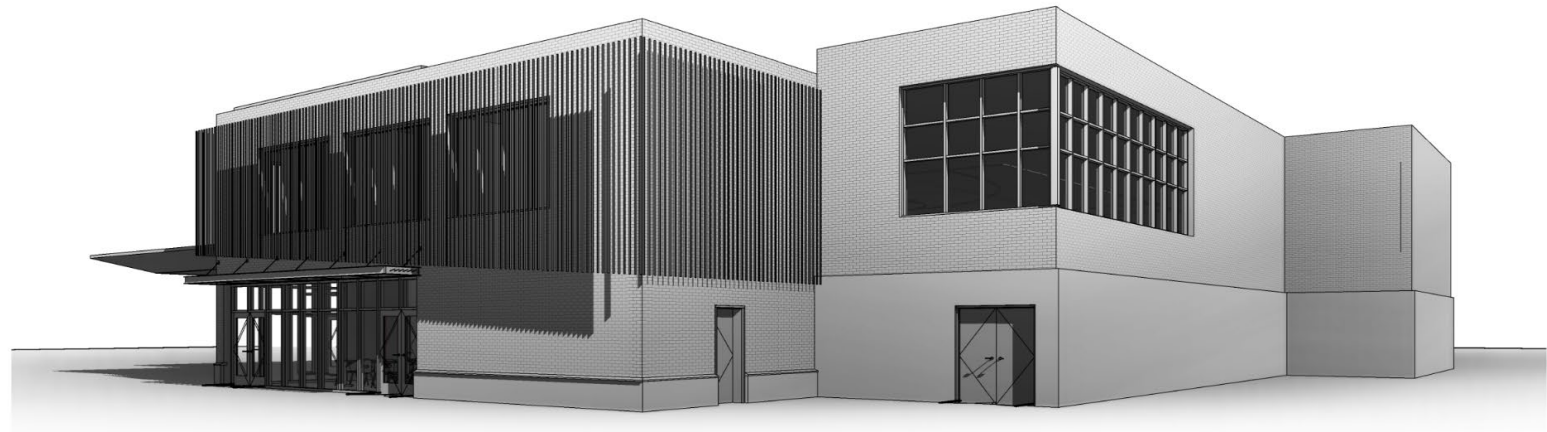
axonometric

conceptual design

east elevation



west elevation



CLOCK TOWER

option a



option b



PROJECT BUDGET

opinion of probable cost

Construction Cost Budget

- Conceptual Level Opinion of Probable Cost
- 16,500 SF of floor area
- \$350 - \$415/SF
- \$5,775,000 – \$6,847,500

Project Budget

- Construction Cost Budget
- Furniture
- Non-Fixed in Place Equipment
- Audio/Visual Equipment
- Design Fees
- Meter Costs
- Signage
- Special Inspections
- Design Fees

NEXT STEPS

next steps

September

Finalize Program and Scope of Community Center

October-December

Develop Conceptual Design Plan and Elevations

Coordinate “look” of building with City and Cobblestone

Develop Opinion of Probable Cost for new building

December

Develop Project Budget

January and Beyond

Lease Agreement with Cobblestone

Develop Conceptual Design into Construction Documents

Procurement of Bids/GMP

Construction

Construction to be Completed by February 2024



QUESTIONS



Memo

To: Mayor and Town Board
From: Mical McFarland, Comm. & Econ. Development Manager
Date: November 16, 2021
Re: Agenda Item #4 Commercial Growth Feasibility Study Introduction and Report

Background

Rolesville is one of the fastest growing municipalities in the state, and the Town's tax base is predominantly residential, resulting in a need to diversify the tax base to continue to provide adequate services for residents now and in the future. The Town also desires to create more job opportunities for current and future residents nearby.

In alignment with the Town's 2020-2022 Strategic Plan, it is important that Rolesville identify land for non-residential use, which might include retail centers, manufacturing/industrial facilities, business parks, and/or flex office space. And it's incumbent upon the Town to commence reserving and preparing large tracts of land to attract non-residential development to these targeted areas.

The Town announced a Request for Proposals this summer to solicit qualified planning and economic development firms to conduct a feasibility study for commercial growth south of the 401 Bypass, along the proposed Fowler Road extension from Rolesville Road to South Main Street. This area has been identified as future Business Park and Mixed-Use Neighborhood designations in the Comprehensive Plan and Future Land Use Map.

O'Brien Atkins was selected to conduct the feasibility study, and they led a project kick-off meeting with staff on October 19 to lay out a workplan and schedule for the study. O'Brien Atkins has also enlisted Crystal Morphis, with Creative Economic Development Consulting, to provide the market analysis piece of the project.

Providing an introduction and interim report on the feasibility study to date, are:

- Jay Smith, Principal, and Director of Landscape Architecture & Planning
- Jim Nichols, Senior Associate, and Business Development Leader
- Crystal Morphis, Founder and CEO, Creative Economic Development Consulting

An information session with landowners who own property within the study area has also been scheduled for November 18th.

Recommended Action

No formal action is needed. The consultant and staff are asking the Board for input and feedback at this stage in the process before proceeding to the next phases of the study. A final report is also planned for the January timeframe to be presented to the Town Board.

Attachments:

- Site Analysis maps



LEGEND:

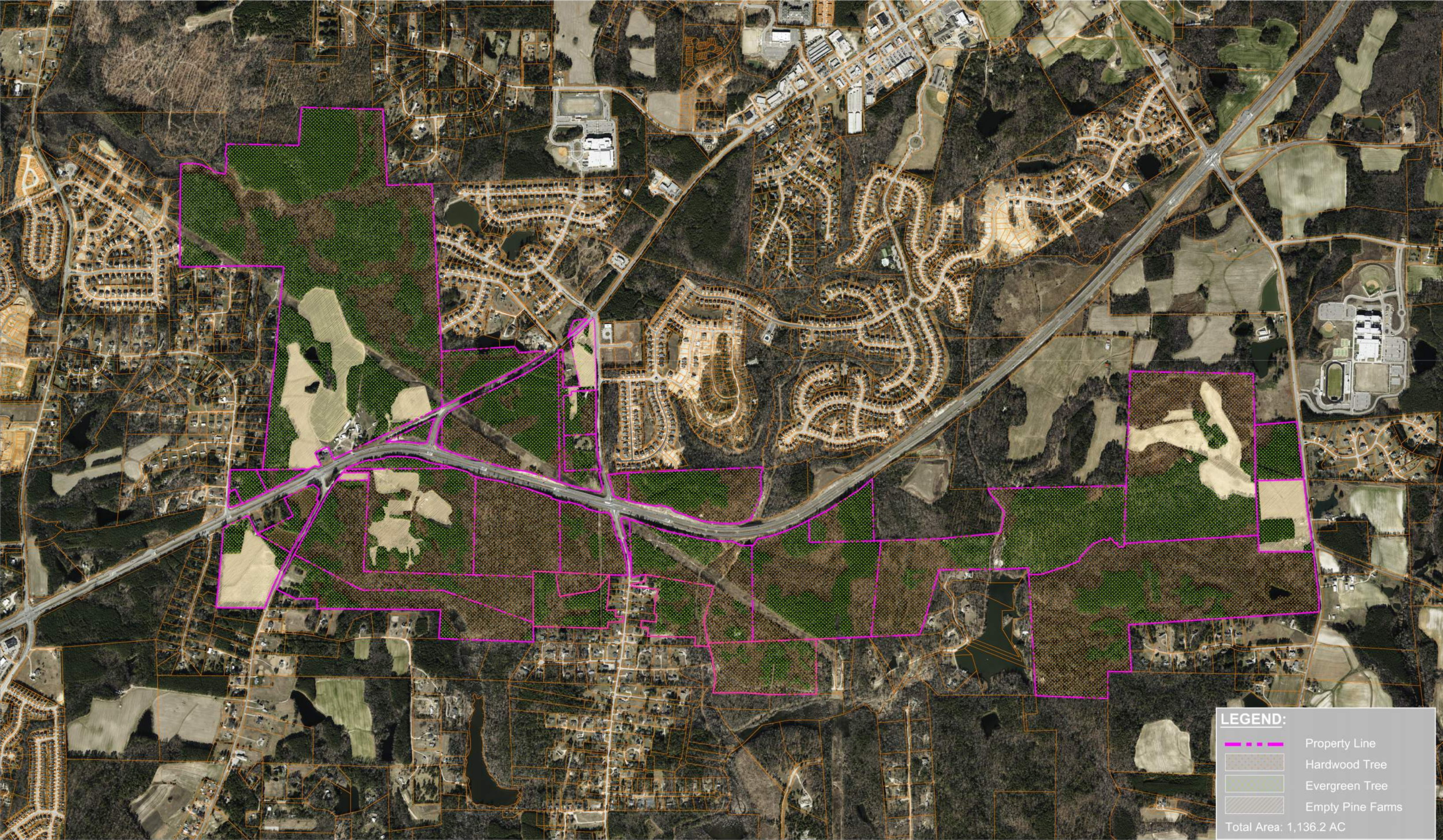
- Property Line
- Wake County Parcels
- Total Area: 1,136.2 AC





LEGEND:

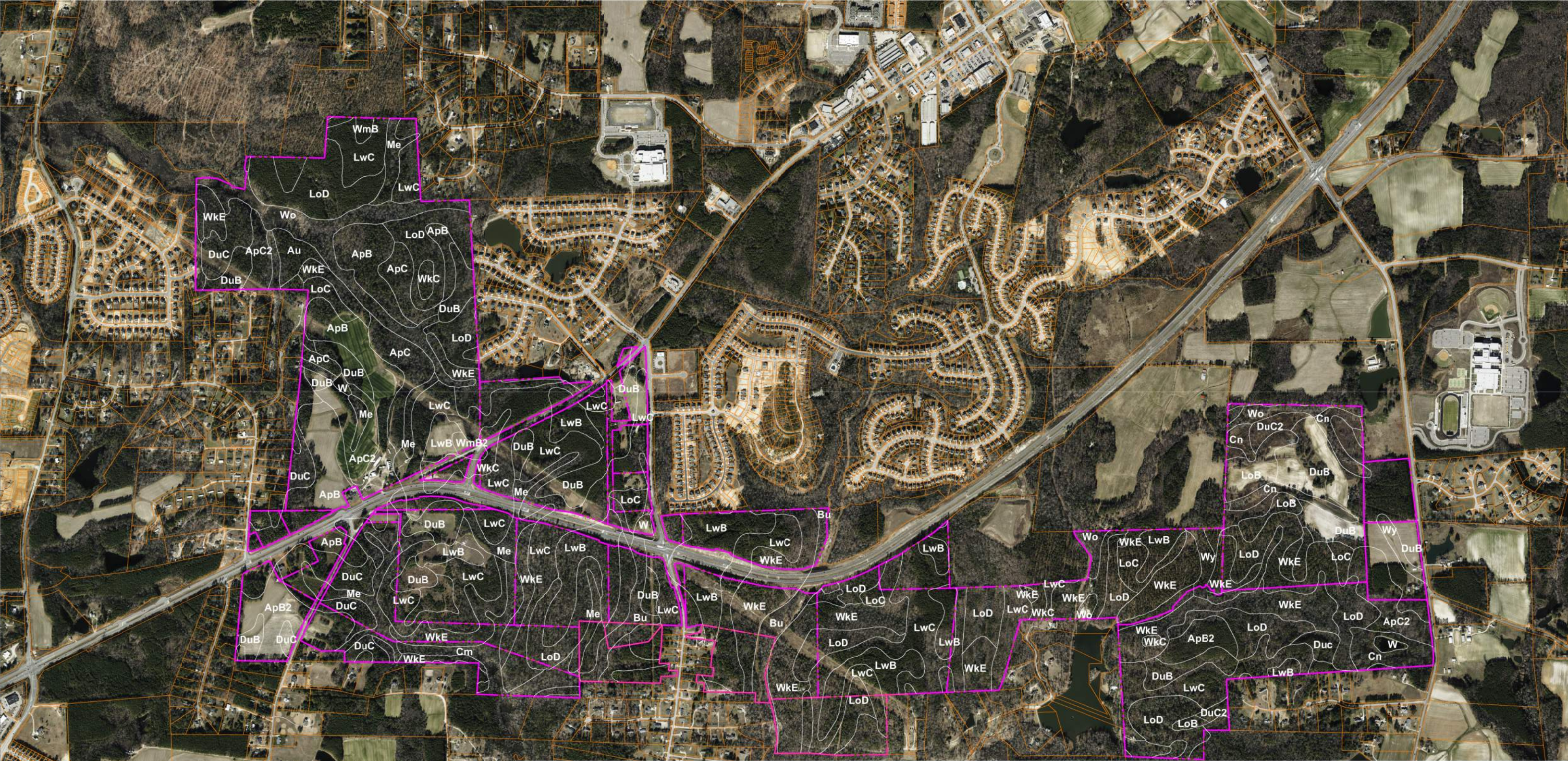
- Property Line
- Wake County Parcels
- Stream Center Lines
- Flood Way
- 100 Year Flood Zone
- 500 Year Flood Zone
- Wetlands
- Total Area: 1,136.2 AC



LEGEND:

- Property Line
- Hardwood Tree
- Evergreen Tree
- Empty Pine Farms

Total Area: 1,136.2 AC



LEGEND:

Property Line

Soil Line

SOIL LEGEND:

ApB

Appling sandy loam, 2 to 6 percent slopes

ApB2

Appling sandy loam, 2 to 6 percent slopes, eroded

ApC

Appling sandy loam, 6 to 10 percent slopes

ApC2

Appling sandy loam, 6 to 10 percent slopes, eroded

Au

Augusta fine sandy loam. Usually found in low-lying areas.

Bu

Buncombe soil. Usually found in low-lying areas.

Cm

Chewacla soil. Usually found in low-lying areas.

Cn

Colfax sandy loam. Usually found in low-lying areas.

DuB

Durham loamy sand, 2 to 6 percent slopes

DuC

Durham loamy sand, 6 to 10 percent slopes

DuC2

Durham loamy sand, 6 to 10 percent slopes, eroded

LoB

Louisburg loamy sand, 2 to 6 percent slopes

LoC

Louisburg loamy sand, 6 to 10 percent slopes

LoD

Louisburg loamy sand, 10 to 15 percent slopes

LwB

Louisburg-Wedowee complex, 2 to 6 percent slopes

LwC

Louisburg-Wedowee complex, 6 to 10 percent slopes

Me

Mantachie soil. Usually found in low-lying areas.

W

Water

WkC

Wake soil, 2 to 10 percent slopes

WkE

Wake soil, 10 to 25 percent slopes

WmB

Wedowee sandy loam, 2 to 6 percent slopes

WmB2

Wedowee sandy loam, 2 to 6 percent slopes, eroded

Wo

Wehadkee and Bibb soil. Usually found in low-lying areas.

OB

A

O'BRIEN ATKINS

Rolesville -- Commercial Growth Feasibility Study-- DRAFT

Wake County, NC

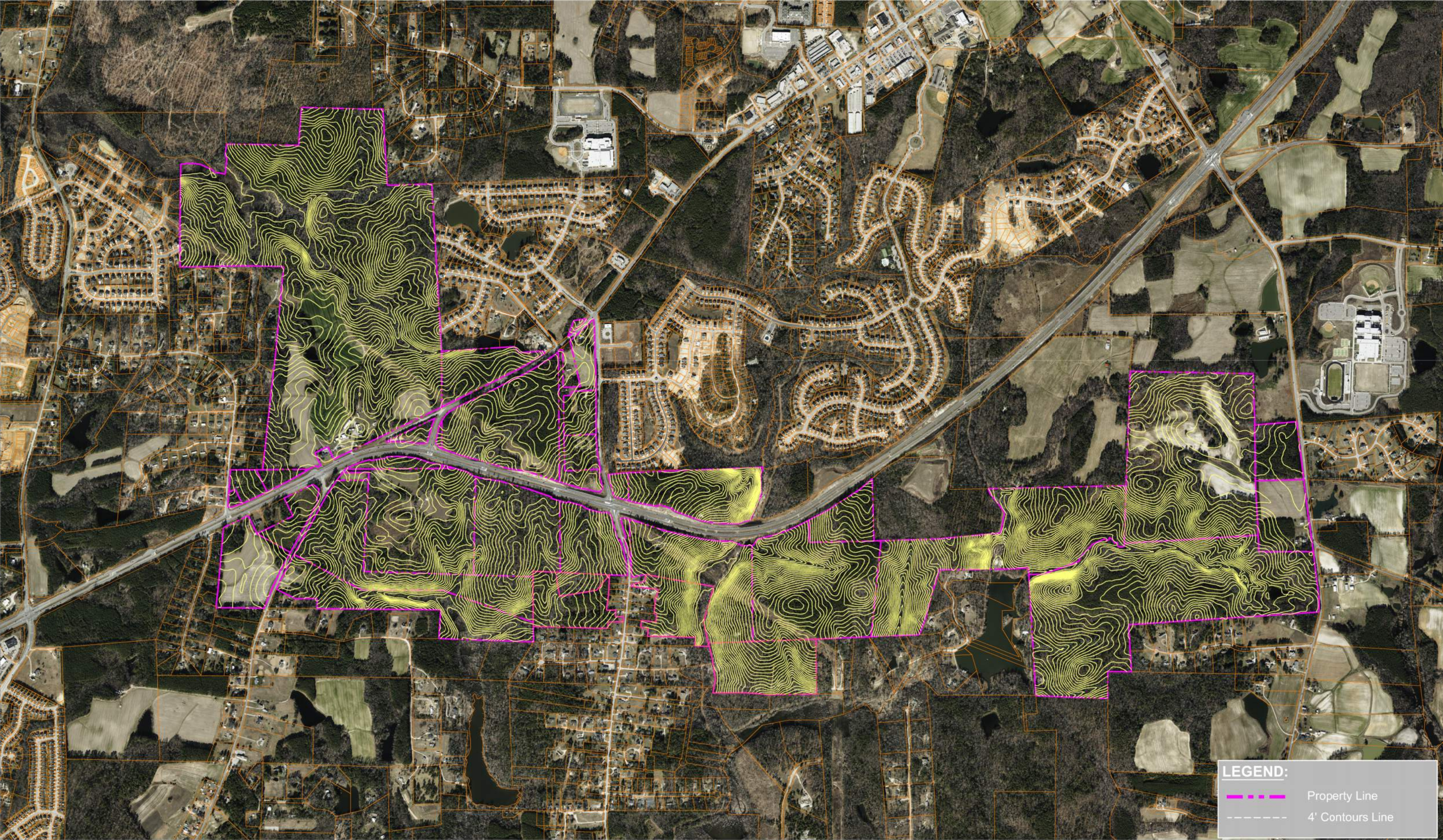
11-10-21

1" = 1200'

0 1200' 2400'

Soils

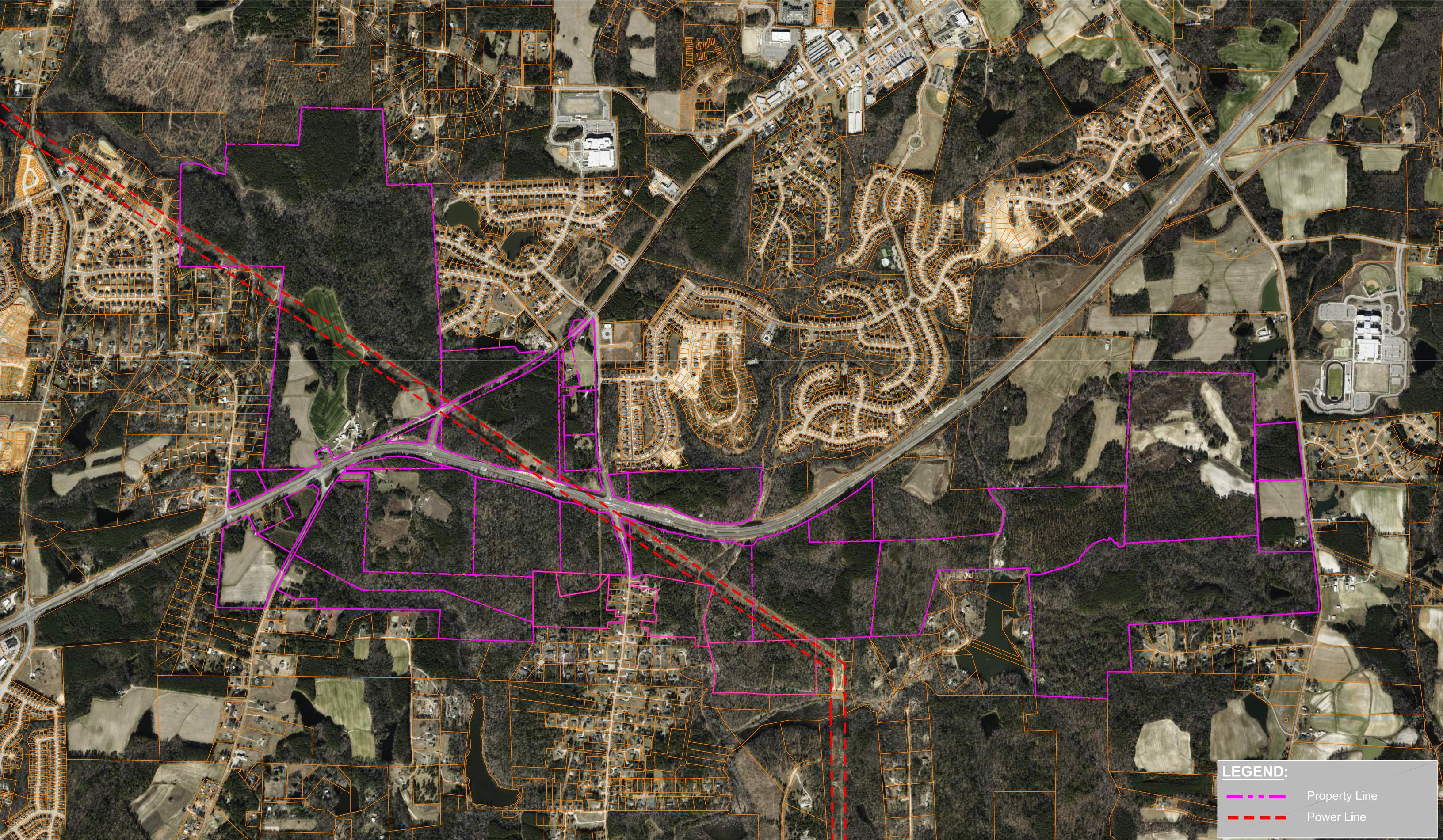
#2021045



LEGEND:

----- Property Line

----- 4' Contours Line

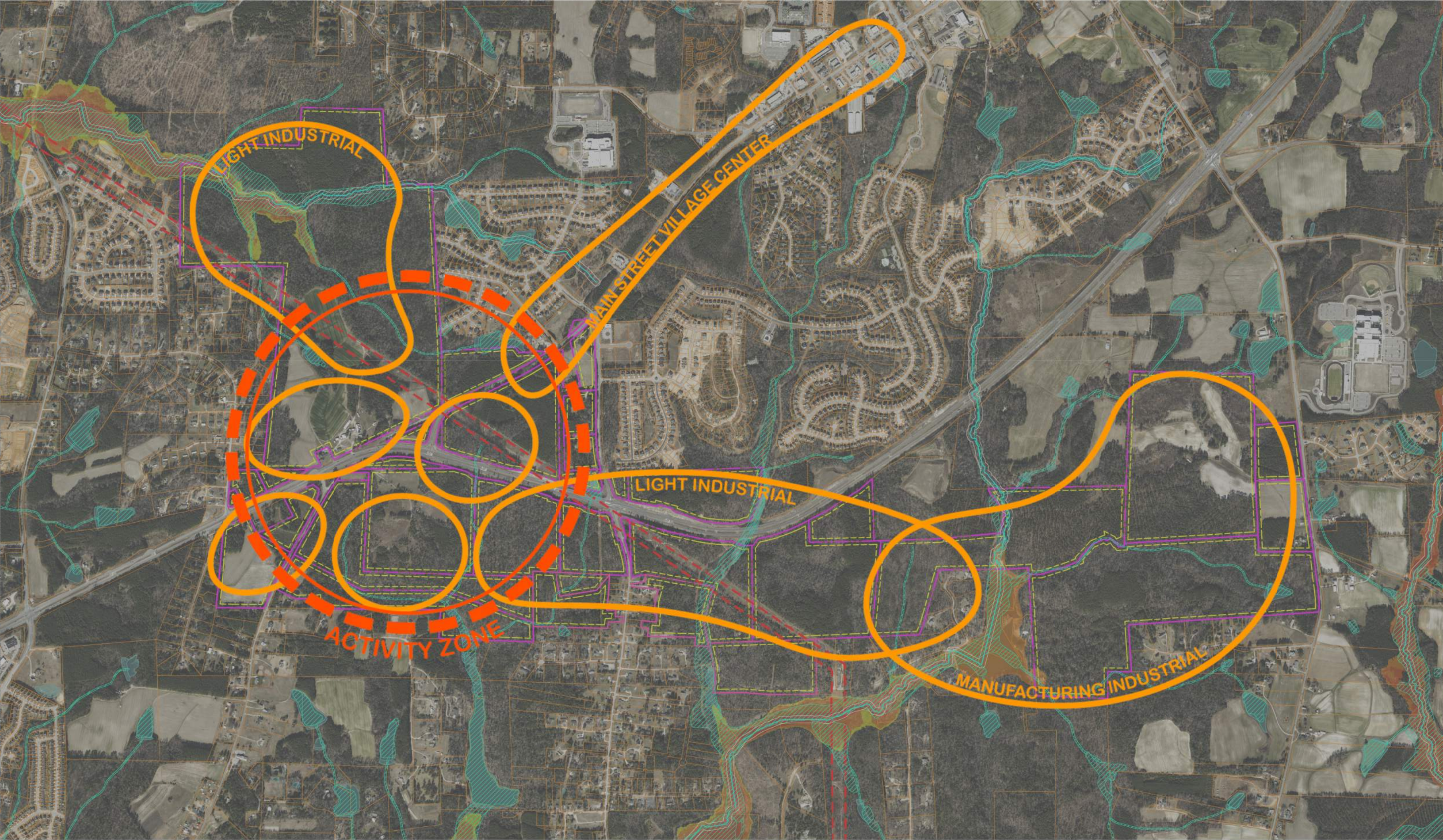


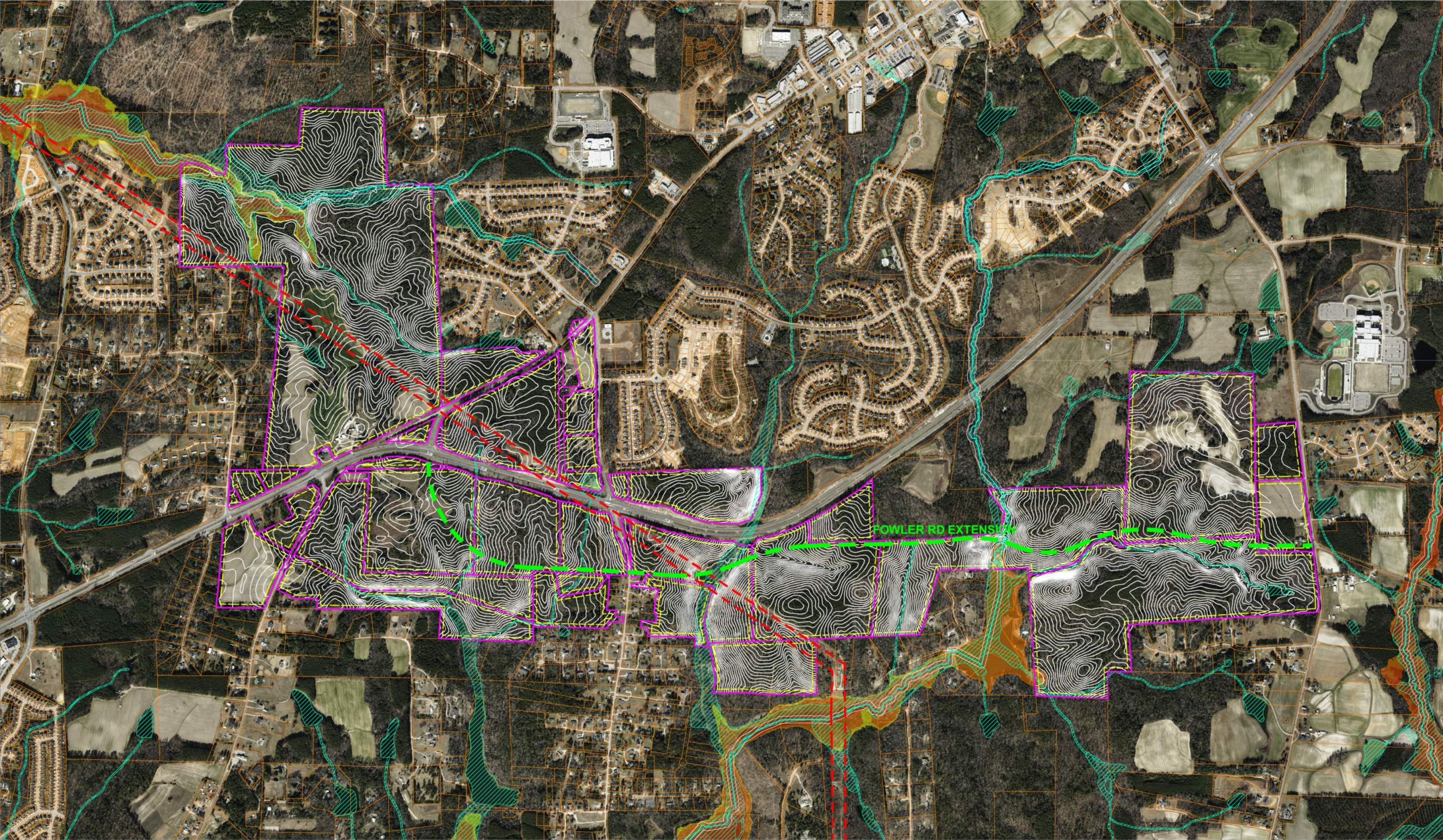
LEGEND:

Property Line

Power Line









Memo

To: Mayor and Town Board of Commissioners
From: David Simmons, Chief of Police
Date: November 9, 2021
Re: Direction on Board Interest Regarding a Community Based Golf Cart Local Ordinance

This work session topic is scheduled by Mayor Currin based upon an additional inquiry from residents of the Stonewater subdivision. The purpose of this work session is for the Board to discuss interest in directing staff and Town Attorney to develop and draft local ordinance for purposes of operating a golf cart within an individual subdivision. If there is interest, time would be scheduled in the future to review a draft ordinance.

Background

- The initial request for consideration was brought before the Town Board in 2018 where former Chief Soto presented the pros and cons of the town adopting a community based golf cart ordinance. The Town Board determined that there was no interest in adopting a local ordinance.
- On September 22, 2020, Town Manager Arnold presented to the Town Board on prior research and discussion on allowing golf carts to operate on town streets. The Town Boards consensus was to maintain the current ordinances with no changes.
- On August 2, 2021, Brian Russell made another inquiry for the Town Boards consideration of adopting a community based golf cart program.

Attached to this memo is the latest request and documents provided by Brian Russell for your review:

Good morning Mr. Arnold and Mr. Currin,

I hope y'all's summer is going well. I wanted to follow up on the first attached document on behalf of the Stonewater neighborhood. There has been another spark of interest in finding an amenable solution with the Town that supports a community based golf cart program. As you may be aware, many communities within Wake County are successfully permitting their residents to operate under similar communal practices.

From talking with numerous neighbors and also referencing the attached document, it appeared that options were hopefully going to be presented to elected officials back in 2020 for consideration. I would like to understand if options were discussed and if so, where that sits in

process. To take things a step further, I drafted a sample Program with supporting documents and forms for your review (second attachment). We understand that implementing this program could be viewed as a liability to the Town, so I want to highlight a few key points I've extracted from the attached:

Self-governing – The neighborhood homeowner association would be responsible for managing the permitting process (with additional requirements stated below). The Town could update its ordinances to allow neighborhood based golf cart programs and outline briefly the requirements for a neighborhood to operate such a program. This would hopefully alleviate any added stress and any liability on Town resources resulting from these programs.

Requirement for safety inspections – The Town of Wendell's program (for example) allows individuals to schedule inspections with the local Police Dept. If the Rolesville Police Dept. did not want to participate with this process, we believe partnering with our own local Cart Company, LLC to produce yearly safety inspections would provide a suitable solution (or any other licensed dealer within the County).

Training – Each permit holder would be required to watch a training video, read the "Rules and Guidelines" published by the community, and execute an acknowledgement.

Insurance – Each permit holder would need to have their golf cart insured with proper liability insurance.

Waiver – Each permit holder could execute an applicable waiver document for the Town (produced by the Town) holding them harmless against any liability.

Issuance of permits – This would be run through the homeowner association, again to avoid burden on Town resources. Upon completion of a proper registration form, presentation of an updated yearly inspection, valid insurance policy, and a copy of an executed waiver with the Town, the association could issue a decal for that operating year.

Usage – Permits would allow valid and permitted residents to utilize golf carts on an intercommunal basis only based on a strict set of operating guidelines laid out in the attached program. The intent of usage would be for residents to access other residences within the neighborhood, common areas (pool), and mail retrieval. It would not permit usage in adjoining neighborhoods, public greenways, etc., and would prohibit any public road usage. We would also propose that a curfew be established, enforceable by Police (ie: no operation between the hours of 11PM and 7AM).

Enforcement – Usage of Golf Carts would be enforceable by Police when required.

I hope the Town is open to considering an intercommunal option for the Stonewater Residents (and other qualifying neighborhoods) to put a plan into action on this that allows community benefits as well as covers any Town concerns and liabilities. We are happy to do any necessary legwork and produce sample documents for consideration, including the necessary waivers, forms, sample insurance, etc. We are also willing to bridge the gap with the affected

organizations in an effort to limit resource burden, including the necessary local business, Town, and Homeowners Association. Please let us know what our options could be with this.

Thank you Gentlemen,

Brian W. Russell
Project Director

brussell@brasfieldgorrie.com

d: 919.877.5895 m: 984.500.6103
o: 919.790.9272

BRASFIELD & GORRIE, L.L.C.
3800 Glenwood Avenue, Suite 300
Raleigh, North Carolina 27612

brasfieldgorrie.com

Staff Recommendation

It is recommended that the Board determine interest to review a draft ordinance at a future Board meeting.



STONewater

Golf Cart Registration Packet

Thoroughly reading the attached information packet will provide the registered owner with the background needed to both understand and complete the golf cart registration process. Included in this packet is a checklist to assist in the registration of your golf cart along with all needed forms.

NOTE: Low Speed Vehicles as defined by and registered with the North Carolina Department of Motor Vehicles are **NOT** subject to this process. These vehicles (LSVs) are only allowed to operate on the streets and roadways pursuant to North Carolina General Statute 20-121.1

Checklist:

- Review and Complete Forms attached hereto.
- Contact The Cart Company, LLC of Rolesville *(or Police Department if they want to be involved)* to schedule an inspection using the attached form. Maintain a copy of your completed Safety Inspection Checklist. Safety inspections must be updated yearly. It is up to the registered owner to schedule their own inspections – reminders will not be provided.
- Assemble a packet that contains your completed Safety Inspection, proof of Ownership, Liability Insurance, and a completed Waiver of Liability from the Town of Rolesville. This packet must be in the golf cart at all times while in operation within the neighborhood.
- Submit the complete Registration packet with all pertinent documents, along with a Check for \$100.00 to the Homeowner Association. Make checks payable to:

Professional Properties Management, Inc. of Raleigh
11010 Raven Ridge Road
Raleigh, NC 27614
919-848-4911
kgoodman@ppmral.com
skeith@ppmral.com

- Obtain a permit decal following final approval of the necessary documents. If the cart does not pass registration one re-submission may occur within 30 days, otherwise the application is voided with no refund of fees. Decals for each current operating year must be visible on the Golf Cart.



STONewater

Golf Cart Registration Form

(Please Print in Blue or Black Ink)

Owner's Full Name: _____

Owner's Driver's License Number: _____ State: _____

Owner's Physical Address: _____

City: _____ State: _____ Zip: _____

Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: Daytime: (____) _____ Nighttime: (____) _____

Make of Golf Cart: _____ Year Made _____

Color of Golf Cart: _____

Serial Number/VIN of Golf Cart: _____



STONewater

Golf Cart Insurance Certification

(Please Print in Blue or Black Ink)

Insurance Certification

Under penalties of perjury, I declare this vehicle is insured with the company named below and I will maintain liability insurance throughout the registration period.

Name of Insurance Company and Policy Number
(Attach Proof of Insurance for Golf Cart)

By signing this application below, the applicant acknowledges that he/she has read and understands the provisions of the Stonewater neighborhood Rules and Regulations Section contained herein as it pertains to operation of golf carts and agrees to abide by all rules and regulations governing the operation of his/her golf cart. The applicant furthermore acknowledges and accepts that registration of the golf cart is non-transferable.

Owner's Signature

Date

.....
For HOA Use Only

Approved By Professional Properties Management, Inc. by (Print Name): _____

Permit Number: _____

Date Issued: _____

Signatur



STONewater

Golf Cart Liability Waiver

Town of Rolesville

I acknowledge that I have read, understand, and agree, to abide by the Stone Water Rules and Regulations along with all referenced documents contained therein as it pertains to golf cart registration and operation. The approved permit and registration packet is exclusive to the Stonewater Development and does not authorize usage beyond the neighborhood limits. I further have familiarized myself with local laws and ordinances of the Town of Rolesville that may relate to operation of golf carts and low speed vehicles (LSVs) and agree to abide by the same.

I acknowledge that I will assume all liability and am fully responsible for the operation of the golf cart on the streets and roads within the Stonewater Development. I also acknowledge that the Town of Rolesville, in providing this privilege, is in no way endorsing the operation of this cart on the streets and roads and does not and will not assume any liability associated with the operation of the cart. I agree to indemnify and hold harmless the Town of Rolesville, its employees, and affiliates for any and all liability arising from the use of my registered golf cart.

Finally, I agree to ensure that the permit sticker will remain attached to the driver's side of the cart at all times unless and until the cart is sold or otherwise permanently inoperable. If either of the two issues arises, the sticker will be removed and destroyed. Golf Cart Registration Permits are non-transferable either between golf carts or owners.

Owner's Printed Full Name as it appears on the Registration Form

Permit Number: _____

(To be provided by issuing entity)

Owner's Signature

Date

Town Acknowledgement

Date



STONewater

Neighborhood Golf Cart Program Rules and Regulations

SECTION 1. NOW, THEREFORE BE IT ORDAINED by the Stonewater Development and Homeowner Guidelines be amended to provide clear definition and guidance to ensure the safe operation of golf carts within the neighborhood limits and to more specifically read as follows:

Sec. 1.0 – Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

GOLF CART means a motor vehicle having not less than four wheels in contact with the ground and unmanned weight less than 1,300 pounds which is designed to be operated at not more than 20 miles per hour and is designed to carry golf equipment. This does not include vehicles known as all-terrain vehicles (ATVs), Utility Task Vehicles (UTVs) or go-carts.

LOW SPEED VEHICLE means a four-wheeled electric vehicle whose top speed is greater than 20 miles per hour but less than 25 miles per hour.

OPERATOR means a person having a valid North Carolina non-provisional driver's license (or a recognized similar valid license from another state) who is driving the golf cart and has full control of its operation and passengers.

DEVELOPMENT / NEIGHBORHOOD is defined any physical property within the boundaries of the Stonewater neighborhood in Wake Forest, NC, governed by the Town of Rolesville, NC.

Sec. 1.1 – Low Speed Vehicle

Low Speed Vehicles, as defined under North Carolina General Statute 20-4.01 and as equipped and regulated under North Carolina General Statute 20-121.1 shall be operated under the applicable state statutes and shall not be subject to this ordinance.

State Law reference — § 20-4.01. Definitions and 20-121.1.



STONE WATER

Sec. 1.2 - Golf Cart Equipment

Golf Carts approved for operation under this program must be the size and shape that conforms to industry standards for manufactured golf carts. Additionally, the golf cart must be equipped with the following:

- (a) Identification or serial number.
- (b) An unobstructed rear-view mirror and left side mirror, or a wide-angle cross bar rear-view mirror.
- (c) Operating headlight(s) on the front of the golf cart and operating taillight(s) on the back of the golf cart. All lights must be visible from a distance of 250 feet.
- (d) Golf carts may have "lift kits", but no golf cart may be more than 22" high measured from the ground to the floorboard of the cart.
- (e) Rubber or equivalent tires.
- (f) Operational steering gear, brakes, emergency or parking brake, adequately affixed driver seat(s); fixed seat belts for each seated position and occupant.
- (g) After market accessories (stereos, lights, etc.) may be installed but cannot interrupt in the safety or function of the golf cart, nor can they provide hinderance, obstruction, or other annoyance to other operating golf carts, motor vehicles, or the general public. Examples of this would be music too loud, blinding lights, or any other physical audio / visual disruption to others.

State Law reference — § 160A-300; § 160A-300.6

Sec. 1.3 – Insurance Requirements

Every golf cart operated under this ordinance shall have in full force and effect, valid liability insurance sufficient to cover the risk involved in using a golf cart. Valid liability coverage is that which is defined in North Carolina General Statute 20-279.21(b) as the minimum required.

State Law reference — § 160A-300.6

Sec. 1.4 – Liability

(08-02-21)



STONE WATER

Golf carts are not designed or manufactured to be used on public streets and the Development in no way advocates or endorses their operation on public streets and roadways. The Development, by regulating such operation, is trying to address safety issues, and adoption of this section is not to be relied upon as a determination that operating on public streets and roadways is safe or advisable if done in accordance with this section. Additionally, the Town of Rolesville by allowing this privilege within the specified neighborhood by no means promotes or endorses the use and operation of golf carts within developments or other public locations. The town has no liability under any theory of liability and the town assumes no liability for permitting golf carts to be operated within the Neighborhood, on public streets, or roadways.

State Law reference — § 160A-300.6

All persons who operate or ride upon golf carts on in unauthorized areas do so at their own risk and peril and any associated consequences of the same.



STONE WATER

Sec. 1.5 – Registration

Operators of golf carts operated under this ordinance must have a valid registration decal issued by the Homeowners Association prior to operation. This registration decal must be obtained by the owner through submittal and approval of a golf cart registration package, along with a valid North Carolina Driver's License.

The cost for the registration shall be \$100.00 and will be payable to the Homeowners Association at the time of registration. The registration shall be valid for no more than one year and is to be renewed annually at which time the owner shall submit the above documents and shall schedule the vehicle for a subsequent inspection. All renewals shall occur in the same month of the calendar year. Registration fees shall not be prorated.

(a) The registration decal must be displayed on the lower left corner of the windshield (driver's side) or, in the absence of the windshield, the left front fender so as to be easily visible by law enforcement personnel.

(b) Lost or Stolen Registration decals are the responsibility of the owner and must be replaced before the golf cart is operated. The cost of a replacement shall be \$20.00.

State Law reference — § 160A-300.

Sec. 1.6 - Inspection

No golf cart may be operated on any street within the development without first passing an inspection which will be conducted prior to the issuance of a registration decal.

Inspections must be scheduled and performed at Cart Company, LLC, (Rolesville). Copies of passed inspections must be kept on board at all times during operation.

Furthermore, no registration decal will be issued until the operator presents proof that all inspections have been fulfilled, the golf cart is fully insured, proper waivers are signed, and the operator has a valid North Carolina driver's license or recognized valid driver's license from another state.



STONE WATER

Sec. 1.7 - Operation

The following restrictions limiting the operation of golf carts in the development shall apply:

(1) The intent of the golf cart transportation program within this neighborhood is to provide intercommunal access to residents and common areas within the neighborhood – such as the pool, clubhouse, and mail access. Access is further limited to those streets within the developments limits which have a posted speed limit of 25 miles per hour or less except as noted:

(a) Golf carts may not be operated on the following locations regardless of speed limit:

- (1) Any portion of the Wake Forest Public Greenway
- (2) Any portion of the future Regency at Heritage Neighborhood Development, which is being connected at Teague Street.
- (3) Any private property where that resident has not provided permission to do so.
- (4) Any portion of a playground (other than the parking lot).
- (5) Any portion of community grounds that could promote damage to the surrounding area.
- (6) Any pedestrian sidewalk within the neighborhood.

(2) Golf carts must be operated at the right edge of the roadway unless lane usage is necessary to make turns or travel through intersections.

(3) Golf Carts must yield to all vehicular, bicycle, and pedestrian traffic, no excuses.

(4) Golf carts must be parked in accordance with the laws and ordinances which apply to any parked vehicle in the development as defined by the Homeowner Association. Overnight parking on streets is strictly prohibited and will be towing enforced.

(5) In no instance shall a golf cart be operated at a speed greater than 20 miles per hour. No golf cart may be operated at a speed greater than reasonable and prudent for the existing conditions.

(6) Golf carts are required to follow the rules and regulations of any other vehicle during special events and are not permitted to enter special event areas unless the golf cart is a part of the event and approved by the Homeowners Association.

(7) No person shall operate a golf cart unless said person has a valid non-provisional North Carolina driver's license or a valid similar recognized, out-of-state license. Golf cart operators must carry said drivers license at all times during operation.

(8) Only the number of people the golf cart is designed to seat may ride on a golf cart. Additionally,
(08-02-21)



STONE WATER

passengers shall not be carried on the part of a golf cart designed to carry golf bags, shall not stand during operation, and shall be required to have seat belts during usage (including but not limited to a suitable locking vehicular style lap belt).

(9) Each golf cart owner must have its permit, proof of ownership, liability insurance and a completed waiver of liability releasing the Town from liability that may arise as a result of operation of a golf cart inside the Town. These documents must be in the golf cart at all times while in operation.

(10) If mechanical front and rear turn signal indicators are not installed on the golf cart, then hand signals are required for turns and stops.

(11) There is an enforceable and mandatory curfew that no golf cart may be operated in the neighborhood between the Hours of 11PM and 7AM Sunday – Saturday. Between hours of operation, the operator of the golf cart is mandated to use the headlight(s) and taillight(s) whenever conditions warrant the need for such items.

(12) Golf carts shall not be operated during inclement weather or when visibility is impaired by weather, smoke, fog or other conditions.

State Law reference — § 160A-300.6

Sec.1.8 – Violations

Any operator of a golf cart found to be in violation of the rules and regulations outlined herein shall be reported to the Homeowners Association and/or Rolesville Police Dept along with pertinent information regarding the violation, contact information, and permit # if the information can be obtained safely.

Sec.1.9 – Penalties

For general violations outlined in this document, it will be the sole discretion of the Homeowners Association as to any penalties that need to be assessed, including but not limited to temporary or permanent revoking of the operator's permit. General violations are those items defined as violating any program guidelines which don't necessary constitute violations of local jurisdictional law. Examples of this could include violation of operating locations, curfew violations, parking violations, and damage to common areas resultant from a golf cart.

For violations that are unlawful in nature, including but not limited to noise, collisions, trespassing, unsafe operation, or any other unlawful offense, reports shall be made to the local jurisdictional Police Department. At the discretion of the Police or responding agency, unlawful violations could result in fines and other applicable penalties under the laws being enforced by that agency.



STONewater

Golf Cart Safety Inspection Checklist

Owner Name: _____ Owner Phone #: _____

Owner Address: _____

Golf Cart Make: _____ Golf Cart Serial/VIN#: _____

Inspection Item	Pass	Fail	Comments
Valid Driver's License for Registered Owner			
In Force Liability Insurance			
Headlight(s) visible from 250 feet, all operational.			
Tail light(s) visible from 250 feet, all operational			
Rear view mirror and left side mirror/ or wide angle cross bar rearview mirror			
No more than 22 inches high to the floor			
Rubber/equivalent tires			
Steering			
Brakes			
Emergency/Parking Brake			
Affixed Seat(s)			
Passenger Restraint System			

I certify that I have conducted an inspection of the above referenced vehicle and that the conditions of the inspection items are accurately reported:

Inspector's Printed Name

Inspection Date

Inspector's Signature

(08-02-21)

Memorandum

To: Mayor and Town Board
From: JG Ferguson, Parks & Recreation Director
Date: November 9, 2021
Re: Street Sweeper Bid, Agenda Item #6

Background

In order to improve Town appearance and begin implementing a stormwater program, Public Works staff have recently been conducting periodic street sweeping.

Why implement a program for street sweeping?

This program will help meet Town Strategic Plan Goals for Planned Investment; “Increase efforts to improve Town’s appearance” and “Develop a plan to build and maintain community infrastructure (stormwater, streets, sidewalks, transit, and greenways)”.

A street sweeping program removes debris from the roadways. The main benefits are a reduction in standing water, which prolongs infrastructure life, and a reduction in nutrients in stormwater runoff. With the upcoming multi-million-dollar project for Main Street revitalization, this is an important part of maintaining the Town’s investment in that roadway.

Why purchase equipment instead of lease?

Staff have rented equipment on a short-term basis a few times a year. The cost to rent a sweeper is currently about \$8,500 for a 1-month rental (approx. \$34,000 per year). Given recent inflationary pressures, staff expect these costs to increase in the near term. Leasing equipment over a 6-year term is roughly equivalent to a purchase at \$234,000, with no residual asset value at the end. With an expected lifespan that exceeds 6 years, it is more cost efficient to purchase instead of lease for the same period of time.

Why a Ravo?

Elgin International offers two similar-sized models with a price range between \$250,000 and \$300,000 depending on the model. Johnston models price begin over \$250,000. On the other end of the scale, Pelican offers large-scale equipment for bigger communities with daily sweeping programs.

Public works staff have experience driving similarly sized sweeping equipment similar to the Ravo. It is in staffs experience using different brands and styles of sweepers that the Ravo model has the best performance in the class, primarily due to the third broom. Between the maintenance, standard options, and efficiency of staff resources, the Ravo best fits the Town’s needs.

As noted in the section below, benchmarking with some local communities confirms that this is the right size and performance of equipment for Rolesville.

How will it be funded?

The FY21-22 budget includes \$250,000 for the purchase of a street sweeper in order to establish a permanent street sweeping program. However, early guidance on the American Rescue Plan (ARP) funding indicates that stormwater management is an acceptable use of these funds. While no decision has been made on the use of ARP funds, since the sweeper is an eligible purchase, staff thought it was best to ensure that all federal procurement rules were followed in case the board decides to use federal funds to pay for the cost of this equipment.

Benchmarking

Town	Number of Sweepers	Brand
Wake Forest	2	RAVO & Johnston RT655
Wendell	2	RAVO & Elgin International
Zebulon	1	Schwarze
Knightdale	No response as of 11/9/21	

Bid Response

Two sealed bids were received. The attached Bid Summary documents the bid opening and the results in detail. The standard for award is the “lowest responsive, responsible” bidder. Because this procurement involves formal bidding procedures, governing board approval is required.

As noted in the Bid Summary, after a detailed review of the specifications of the equipment quoted, staff determined that the bid with the lowest cost did not sufficiently meet the desired specifications for several key requirements and was therefore not sufficiently responsive. Staff recommend proceeding with the next lowest bid.

The bids were submitted on October 25 and are good for 60 days. However, suppliers are currently having challenges keeping this equipment in stock, so a timely decision would ensure that the Town can procure the equipment.

Board Options

1) Accept staff’s recommendation or 2) decide that the specifications were inconsistent with Town needs and direct staff to re-bid the equipment with new specifications.

Recommended Action

Accept the bid from Southern Vac for a Ravo STH 5i Series Sweeper for \$234,000.

Attachments

- Bid Summary
- Request for Quote

STREET SWEEPER BID RESPONSES

October 25, 2021

Bid Response

Two sealed bids were received for this Request for Quote. The sealed bids were opened at 10:00am in the meeting Chamber at 502 Southtown Circle on October 25, 2021. The bid opening was open to the public. Attendees present were: Amy Stevens, Rolesville Finance Director, Isaac Poelman, Rolesville Public Works Superintendent, and JG Ferguson, Rolesville Parks & Recreation Director.

A detailed chart comparing the specifications of the two bids is noted on the next page.

The lowest priced bid was for an Isuzu Victory Mark III street sweeper and the specifications for this equipment were included in the bid submittal. Staff have noted several important discrepancies from the required specifications in the Request for Quote:

- **Third Broom:** The Victory Mark street sweeper does not include a third broom. This equipment is vital in order to ensure that curb-top grass edging is conducted effectively. Since the Town of Rolesville has not had a regular street sweeping program in the past, there are a significant number of roadways with grasses overhanging the curb and into the street. In addition, the lack of previous attention means that some streets will have a significant amount of debris to collect. The third broom is needed in order to properly edge the grass and handle large amounts of debris, and it will best meet community appearance expectations. Community appearance is specifically called out in one of the goals of the Town's Strategic Plan and is of particular importance to the Town.
- **Hose Width:** The diameter of the Victory Mark street sweeper equipment hose is 2 inches smaller than the required equipment, a 25% reduction. This wider hose is important for cleaning out storm drain boxes. The wider hose is less likely to clog and ensures that Town staff can work efficiently. Again, since the Town of Rolesville has not had a regular program for street sweeping and storm drainage maintenance, staff expect that storm drain boxes will contain a substantial amount of debris.
- **Silent Package:** The Victory Mark street sweeper does not include a silent package. As a primarily residential community, it is likely that Public Works staff will be working in residential areas early in the day. It is critical that the street sweeper operate at a decibel level that will cause minimal disruption to our residential community, particularly with so many residents working from home due to the pandemic.
- **Cameras:** The Victory Mark equipment has fewer cameras on board than the required specifications. These cameras are important for the safety of both Town staff and the pedestrians and vehicles passing by.

Therefore, due to the numerous discrepancies with several critical specifications identified by the Town, staff recommend that the next lowest quote for the Ravo 5i, which meets the required specifications, be accepted.

Specifications

	Requested	Technology International	Southern Vac
Model			
	Ravo 5 iSeries	Victory Mark III	Ravo STH 5i
Dimensions, Weight, Capacities			
Length	178 inch	237	178.1 w/o 3rd broom
Width (including mirrors)	89 inch	92	89.8
Sweeping Width	95 inch	92-116	87
Max. sweeping width including 3 rd brush	134 inch	116	122
Wheelbase	71.5 inch	109	71.5
Turning radius curb to curb	199 inch	196	199
Gradeability %	Up to 30%	Standard commercial truck	Up to 28%
Gross vehicle weight	25,132 lbs	17950	25132
Capacity Fuel Tank	28 gallon	30	28
Capacity Water Tank	160 gallon	105	160
Suction System			
Capacity Blower	14,000 CFM		Fan: 18300 cubic yards/hr
Suction Nozzle Dimensions l x w	4.7 x 24.8 inch	92 x 20	4.7 x 24.8
Suction Nozzle Material	Corten steel	AR steel	Corten steel lined w/ linatex
Suction Tube Diameter	8.9 inch	12	8.9
Suction Tube Material	Stainless steel	AR steel	Stainless steel
Broom System			
Type	pulling brush system	Left and right curb brooms	2 front brooms w/ 2 direction tilting option
Available broom diameter	35 inch	39	35
Broom rotation speed	0-210 RPM		0-210 RPM
Well-Being			
Noise emission LWA	79 dBA at 50 feet		Cabin noise 77 dB
Dust filtration	EUnited PM10 certified	Screen, centrifugal separator	Screen, PM10 standard
Brakes & Electricity			
Front brakes	Hydraulically operated disk brakes	Disc	Disc
Rear brakes	Hydrostatic hydraulically actuated servo drum brakes	Drum	Hydrostatic engine brake, hydraulically & mechanically operated drum brake
Front suspension	Independent hydro-pneumatic suspension	Springs	Independent hydro-pneumatic suspension in strut w/ level control
Rear suspension	Rubber cone springs	Springs	Rubber diabolo springs
Battery	2 x12/72	2x750 cca	2 x 12/72

Alternator	90 amperes	140 amp	90
Voltage (V)	24, with running engine 28	12 v	24, with running engine 28
Maintenance			
Container Material	Stainless steel inside/ABS cover outside	Stainless steel	Stainless steel
Total amount of greasing points in sweeper	15		
Warranty	2 years/2000 engine hours (whichever comes first)	12-60 months	2 yr/2000 hr (excludes wearable items and operator damage)
Other Equipment			
Wander hose	8 inch diameter	6 inches	8 inch
3 rd broom/weed cutter	Mounted in front: 30 inch diameter	N/A	Mounted in front
Silent package LWA	65 dBA at 50 feet	N/A	Standard
High pressure water pump	4 gallons/minute at 2175 PSI	Electric diaphragm	4 GPM at 2175 PSI
Camera	Suction mouth, side view and rearview	Brooms & rear	Suction nozzle, rear view, side view
Pricing			
Amount		\$150,750	\$234,000
Good for		60-90 days	60 days



Memo

To: Rolesville Mayor and Town Board
From: Kelly Arnold, Town Manager
Date: November 16, 2021
Re: Fire Unification Status, Timeline, and 2021-22 Budget Preparation

Over the course of the last seven months, a group of fourteen individuals have met six times to discuss the possibility of the Town of Rolesville becoming the lead agency for fire services with the unification of current fire services from the Rolesville Rural Fire District (RRFD). The representatives include Town elected officials and staff, RRFD Board, RRFD staff, and Wake County staff. The sessions were facilitated by Greg Grayson of NC Fire Chief Consulting. Complete session notes are available for review at the Town of Rolesville website at: <https://www.rolesvillenc.gov/fire>.

At the September Town Board meeting we discussed that the unification discussions were entering into a new phase. This phase was to initiate a plan or agreement that will include all elements leading to an eventual unification contract between Town, RRFD Board, and Wake County.

While there has been some focus on an agreement, the RRFD has made it clear that their priority is for the Town to commit to a new Fire Station #2. The preference is the RRFD owned parcel located on Old Pearce Road. This has become a condition by RRFD as part of an agreement.

As a result of the Station #2 condition, Wake County has provided information about the service area of a station located on Old Pearce Road. Also, Wake County has determined if this is a Town-owned station that the County would fund construction of the facility at the current County funding level which currently is 45 to 48%. The balance would need to be funded by the Town. If the Town doesn't build a Town-owned station on this parcel or in this area, then the County might fund a new station at 100% but at a later date.

The purpose of this agenda item is for the entire Town Board to receive an update from the Town representatives participating in the unification effort. While no action is required, the Board needs to start to prepare answering the following three questions:

- A) Does the Town Board want to commit to a new Town-owned/funded Fire Station #2? Information to be consider to answer this question is also the need to remodel the current Fire Station #1. It is due for a remodel/rebuild in the next 3 to 7 years.
- B) Does the Town Board wish to formally make a request to have a representative(s) on the RRFD Board that lives in Town limits? Currently there is one vacancy and no members live in Town limits.

- C) With no agreement in sight, shall a new Town budget methodology be required for RRFD? This could include budget approval and similar funding formula used by Wake County.

There is no scheduled meeting of the working group at this time. To help gain a perspective of the current status, here is a summary from the October 26th meeting:

Next Steps for the Working Group:

1. Mayor Currin advised the group that there was not a need for this collective group to meet again until the RRFD Board met and took an official position. The Town Board has established a consensus and the RRFD Board needs to take their official position so that this collective effort can move forward.
 - a. The Town of Rolesville Board will hold a work session on November 16 as a tentative date.
 - b. RRFD Assistant Chief Lawrence read a list of questions to the group that the RRFD Board needs to provide answers and direction on at their special called mid-November session to move this effort forward.
 - c. Mayor Currin stated that the Town Board will honor the request for unification if they can, based upon what the demands of the RRFD are.
2. Today's presentation from Wake County clarified that Station 2 is not feasible under the RRFD model alone. To move forward with Rolesville Fire Station 2, it would have to be under the municipal model through the county/municipal cost share agreement funding.
3. There was final reflection that this effort was originally started to help best support the fire department employees as soon as possible. There was also reflection that the fire department would need to continue to equitably serve both the municipal and unincorporated areas in the most equitable manner possible.
4. The group was also reminded that a modernized service agreement was needed between the Town of Rolesville and the RRFD.
5. The RRFD must meet and have decisions made before a date certain can be set for this group to meet again and move forward. Notice will be given when that occurs.

Your FOR Info FYI

Town of Rolesville
Board of Commissioners
Work Session

November 16, 2021

Memorandum

To: Mayor & Town Board
From: JG Ferguson, Parks & Recreation Director
Date: November 9, 2021
Re: Parks & Recreation FYI

Below are the participant numbers for Parks & Recreation programs for the month of October along with upcoming programs and special events.

Programs:

Program	Session	Participants
Monet Dance Performing Arts	Dance 4 Tots	10
Monet Dance Performing Arts	Dance 4 Tots II	5
Monet Dance Performing Arts	Hip Hop Juniors	2
Monet Dance Performing Arts	Hip Hop Beginners	3
Monet Dance Performing Arts	Hip Hop Tots	5
Monet Dance Performing Arts	Performance Creative Combo I	7
Monet Dance Performing Arts	Performance "Bring It"	3
Monet Dance Performing Arts	Performance Dance 4 Tots	10
Drawing & Painting	Mixed Media	10
Senior Bingo	October 6 & 20	12
Total		67

Upcoming Programs November/December:

- Senior BINGO – 12/8
- Monet Dance Performing Arts Studio – Performing Dance 4 Tots
- Monet Dance Performing Arts Studio – Performance Creative Combo I
- Monet Dance Performing Arts Studio – Performing "Bring It" Majorette Dance
- Monet Dance Performing Arts Studio – Session 3: Hip Hop Beginners
- Monet Dance Performing Arts Studio – Session 3: Dance 4 Tots
- Monet Dance Performing Arts Studio – Session 3: Dance 4 Tots 2
- Yoga (weekly registration through 11/20)

Rentals:

Rental Space	Number of Rentals
Community Center	2
Shelter A	7
Shelter B	14
Shelter C	6
Shelter D	0
Gazebo	1

Special Events:

- Blood Drive
 - 36 Units Collected
 - 39 Donors
- Fall FunFest Saturday, October 30th 10 am – 4 pm – Between 2,000-4,000 people
 - 8 food trucks
 - 85 Vendors (93 booths)
 - Two bands Grass Street Bluegrass Band and West Street Band
 - Kids costume contest and bounce house
- Outdoor Movie – Cruella – October 30th

UPCOMING SPECIAL EVENTS & RENTALS

November

- Turkey and Food Drive
 - Giving away about 130 turkeys
 - Collecting food to give away with the turkeys
- Rentals
 - Shelter A - 3
 - Shelter B - 6
 - Shelter C - 1
 - Shelter D - 1
 - Gazebo - 0
 - Community Center - 4

Monthly Report



OCTOBER 2021

Rolesville Police Department
David Simmons, Chief of Police

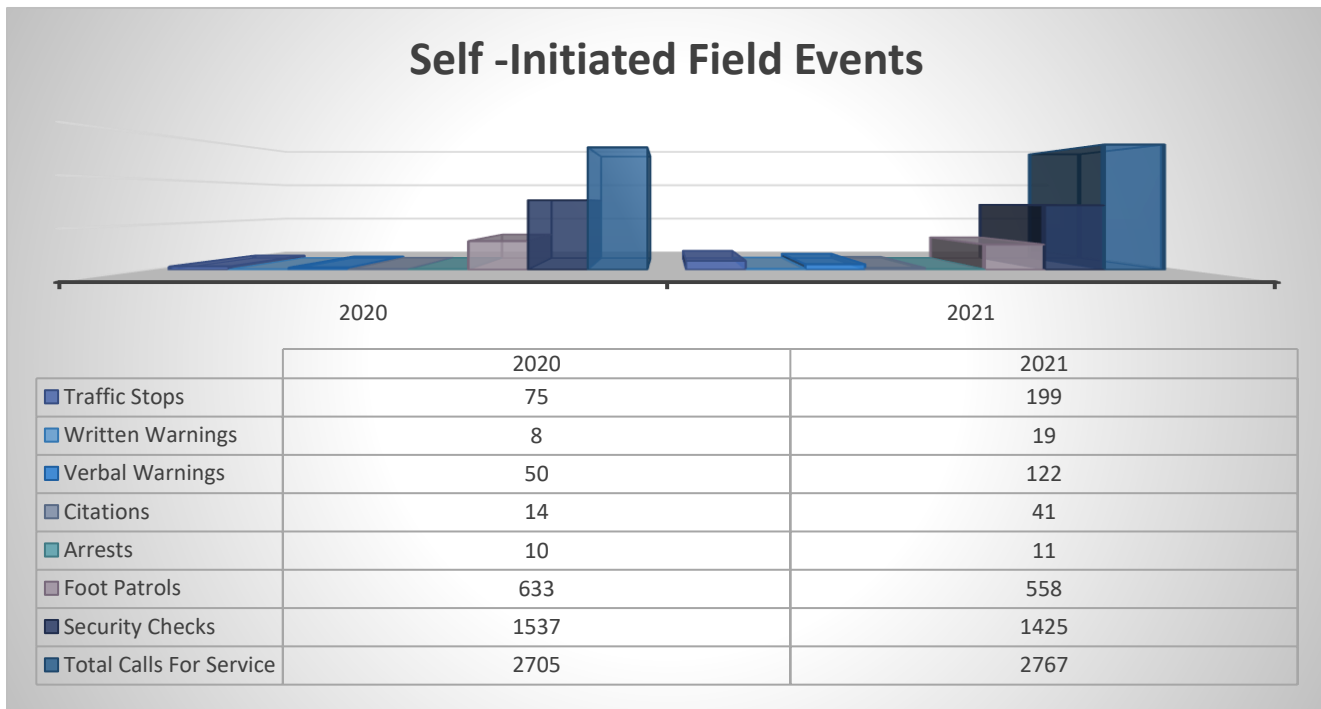


David Simmons
Chief of Police
 919-556-7226

“The mission of the Rolesville Police Department is to enhance the quality of life by protecting and serving our community through a partnership with our citizens and businesses to create a community that is safe to live, work and play.”

Rolesville Police Department Monthly Report

The Rolesville Police Department had **2,767** events for the month of **October 2021** that resulted in the following:



SERVICE * ETHICS * RESPECT * VALUE * EXCELLENCE

ROLESVILLE POLICE DEPARTMENT

REPORTED UCR OFFENSES FOR THE MONTH OF OCTOBER 2021

PART I CRIMES	October 2020	October 2021	+/-	Percent Changed	Year-To-Date 2020	Year-To-Date 2021	+/-	Percent Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	0	0	N.C.	1	0	-1	-100%
ROBBERY	0	0	0	N.C.	0	0	0	N.C.
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	0	0	N.C.	0	0	0	N.C.
ASSAULT	2	0	-2	-100%	4	3	-1	-25%
 * VIOLENT *	 2	 0	 -2	 -100%	 5	 3	 -2	 -40%
BURGLARY	0	0	0	N.C.	4	4	0	0%
Residential	0	0	0	N.C.	1	4	3	300%
Non-Resident.	0	0	0	N.C.	3	0	-3	-100%
LARCENY	3	6	3	100%	27	26	-1	-4%
AUTO THEFT	0	1	1	N.C.	2	2	0	0%
ARSON	0	0	0	N.C.	0	0	0	N.C.
 * PROPERTY *	 3	 7	 4	 133%	 33	 32	 -1	 -3%
 PART I TOTAL:	 5	 7	 2	 40%	 38	 35	 -3	 -8%
PART II CRIMES								
Drug	2	3	1	50%	25	26	1	4%
Assault Simple	2	5	3	150%	23	16	-7	-30%
Forgery/Counterfeit	1	0	-1	-100%	3	2	-1	-33%
Fraud	1	0	-1	-100%	10	18	8	80%
Embezzlement	0	0	0	N.C.	1	0	-1	-100%
Stolen Property	1	0	-1	-100%	3	0	-3	-100%
Vandalism	0	2	2	N.C.	16	15	-1	-6%
Weapons	0	2	2	N.C.	0	5	5	N.C.
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	0	0	0	N.C.
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Fam1/Chld	0	0	0	N.C.	0	1	1	N.C.
D. W. I.	0	1	1	N.C.	8	7	-1	-13%
Liquor Law Violation	0	1	1	N.C.	0	1	1	N.C.
Disorderly Conduct	0	1	1	N.C.	2	1	-1	-50%
Obscenity	0	0	0	N.C.	0	1	1	N.C.
Kidnap	0	0	0	N.C.	1	0	-1	-100%
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	3	7	4	133%	26	28	2	8%
 PART II TOTAL:	 10	 22	 12	 120%	 118	 121	 3	 3%
 GRAND TOTAL:	 15	 29	 14	 93%	 156	 156	 0	 0%

N.C. = Not Calculable

House Check Requests

The Rolesville Police Department provides a free property security check for citizens who will be away from their residence for an extended period (not to exceed 14 days). This program is a public service to help safeguard citizens' property and allow the department to notify homeowners in the event of a problem regarding their residence.

As part of the program, the department periodically checks registered homes during the homeowner's absence. Police officers patrol the property to ensure the home is secure and that the windows and doors are locked and undamaged. If an officer discovers that the residence has been broken into or a crime has occurred, the designated "emergency contact" will be notified so the residence can be secured and appropriate police action taken. This service does not include feeding animals, watering plants, picking up mail and/or newspapers or similar types of activity.

The following homes are not eligible for this service:

- Occupied homes (i.e. house sitter or other person staying in the home during the homeowner's absence)
- Rental properties, vacant homes (i.e. homes with no one living in them)

In order for a citizen to qualify for this program, the following must be met:

- Residence must be within the incorporated limits of the Town of Rolesville
- A fully completed House Check Request Form must be submitted. The House Check Request form can be submitted online (<https://www.rolesvillenc.gov/police/house-check-requests>), or it can be completed in person at the Rolesville Police Department located at 204 Southtown Circle.

Online Reporting

The Rolesville Police Department offers an online reporting service to provide a convenient way to report non-emergency crimes, which do not require the presence of an officer. These types of reports include: harassing phone calls, hit and runs, stolen/lost property (EXCLUDING FIREARMS), damage to property and vehicles, theft from a motor vehicle, credit card fraud/theft, as well as identity theft. Remember that reporting false information is a crime, and if this is an EMERGENCY, contact 911 to dispatch an officer. Before utilizing this service, please consider the following to determine if filing an online report is right for you.

- Are you 18 years of age or older?
- This incident must NOT be an emergency.
- This incident must have occurred within the town limits of Rolesville, NC.
- There must be no known suspects.

By submitting this report online, please note the following: Crime scene technicians will not be dispatched for online reports, all reports of stolen/lost prescription drugs or controlled substances will require an officer to respond (please contact 911), all cases filed using this online service will be reviewed.

To obtain an official copy of the report, please contact the Rolesville Police Department at 919-556-7226, after allowing 3-4 business days for processing.

Fall Fun Fest

We had a great time seeing everyone at the Fall Fun Fest! We all enjoyed the music, food, games, and all the different vendors. One of our favorite parts was the great costumes!



Internal Operations Highlights

- October 5, 2021: 3rd Quarter Wake Co. Law Enforcement Executives Meeting
- October 7, 2021: Internal Supervisor Meeting
- October 8, 2021: Vendor Meeting
- October 11, 2021: Fall Fun Fest Pre-Planning Meeting
- October 18, 2021: Meeting Sunset Manor Subdivision
- October 18, 2021: Turkey Drive Meeting/Planning
- October 21, 2021: Public Safety Meeting
- October 22, 2021: RVHS Football Game
- October 26, 2021: Uniform Vendor Meeting
- October 27, 2021: Incode/Parallel Training
- October 28, 2021: After Action Review RVHS
- October 28, 2021: Rolesville TRC Meeting
- October 29, 2021: GHSP Grant Meeting

SERVICE * ETHICS * RESPECT * VALUE * EXCELLENCE



The Town of Rolesville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act. Should you need assistance or a particular accommodation please contact the ADA Coordinator.

Developments

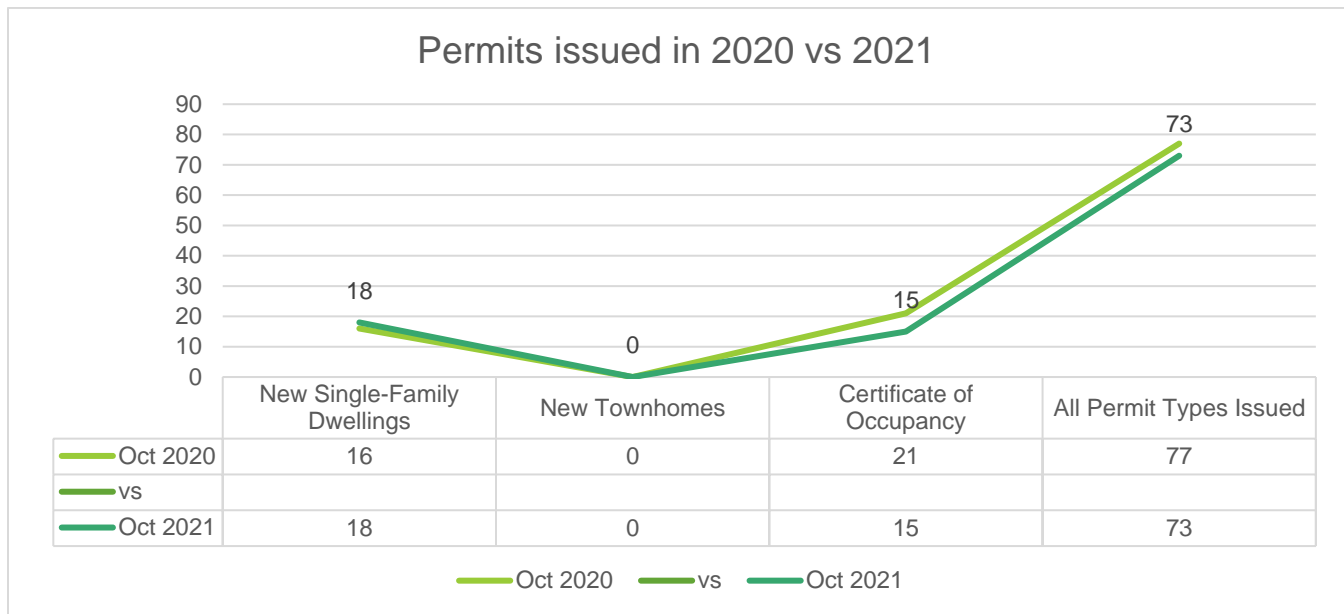
CURRENT RESIDENTIAL DEVELOPMENTS WITH PERMITS ISSUED Summary of Activity by Subdivision

Subdivision	Total Buildable Lots	Total Permits Issued Per Development	Un-permitted Lots Remaining	Permits Issued in October	Permits Issued YTD
Averette Ridge	159	159	0		11
Carlton Pointe	301	280	13	13	25
Elizabeth Springs	51	35	16	3	35
Granite Crest	2	1	1		1
Granite Falls	101	99	0		18
Perry Farms	74	68	05	2	27
Stonewater	208	207	1		17
Willoughby	88	88	0		7
TOTAL	984	919	36	18	141

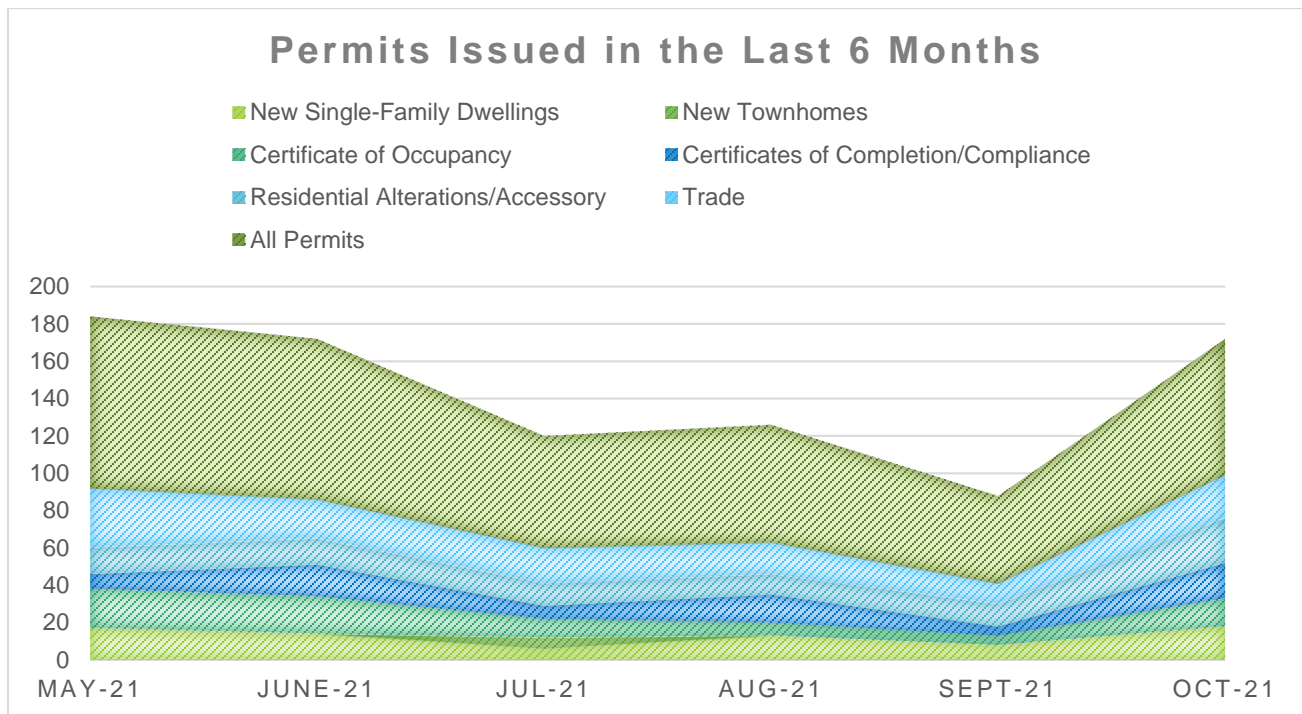
Eliz. Springs Townhomes	54	11	43		11
TOTAL	54	11	43		11

Total Residential Permits Issued	1038	930			152
---	-------------	------------	--	--	------------

Permitting Activity



The Town of Rolesville has experienced an overall **decrease** in permitting activity compared to this time last year.



Development Projects Summary

Detailed information regarding these projects can be found by clicking on the link provided <https://www.rolesvillenc.gov/planning/development-projects>

Commercial/ Other

Triangle Medical Group
Wallbrook

Carolina Legacy Volleyball

Cobblestone

Residential

A-Master Team- 47 New Townhomes

Broughton Townhomes- 57 New Townhomes

Chandlers Ridge- 90 New Single-Family Homes

Cobblestone- 180 New Apartments

Elizabeth Springs- 89 New Single-Family Homes & 98 New Townhomes

Granite Crest Phase 3- 19 New Single-Family Homes

Kalas Falls- 484 New Single-Family Homes & 108 New Townhomes

Perry Farms Phase 2- 33 New Single-Family Homes

Preserve at Jones Dairy Road Central- 261 New Single-Family Homes & 173 New TH's

Preserve at Jones Dairy Road North- 141 New Single-Family Homes & 65 New Townhomes

Preserve at Jones Dairy Road South- 221 New Single-Family Homes

Preserve at Moody Farm- 82 New Single-Family Homes

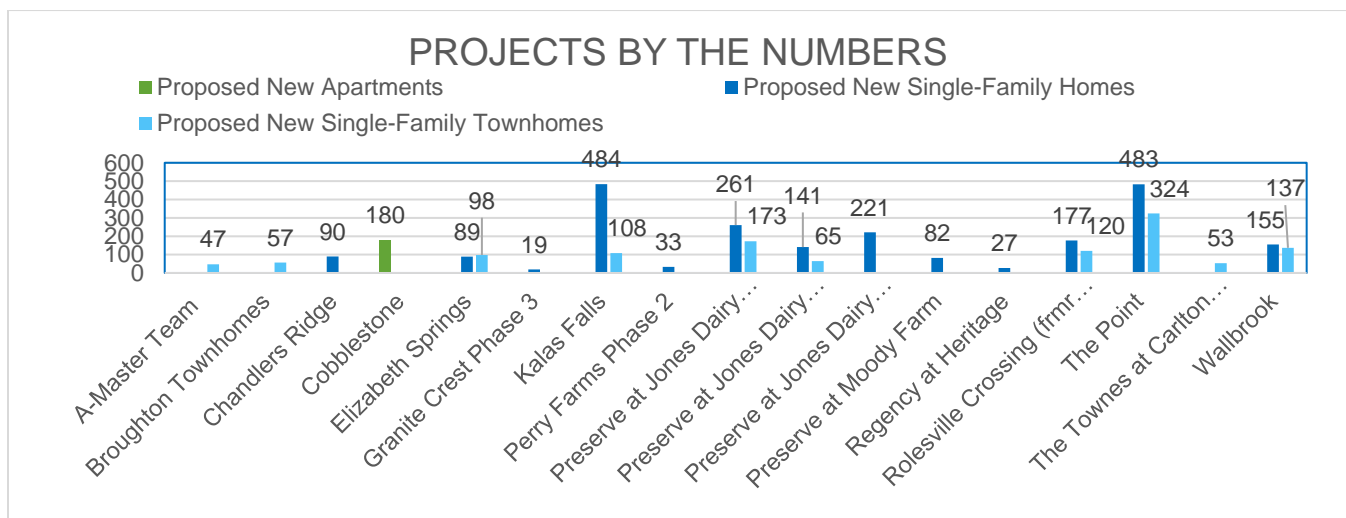
Regency at Heritage- 27 New Single-Family Homes

Rolesville Crossing (fmr Hopper) – 177 New Single-Family Homes & 120 New Townhomes

The Point- 483 New Single-Family Homes & 324 New Townhomes

The Townes at Carlton Pointe- 53 New Townhomes

Wallbrook- 155 New Single-Family Homes & 137 New Townhomes



Monthly Financial Update

For month ending October 31, 2021

General Fund

Revenues & Expenditures
Property Taxes
Local Option Sales Tax

Capital Projects Fund

Revenues & Expenditures
Capital Development Fees
Capital Project Status

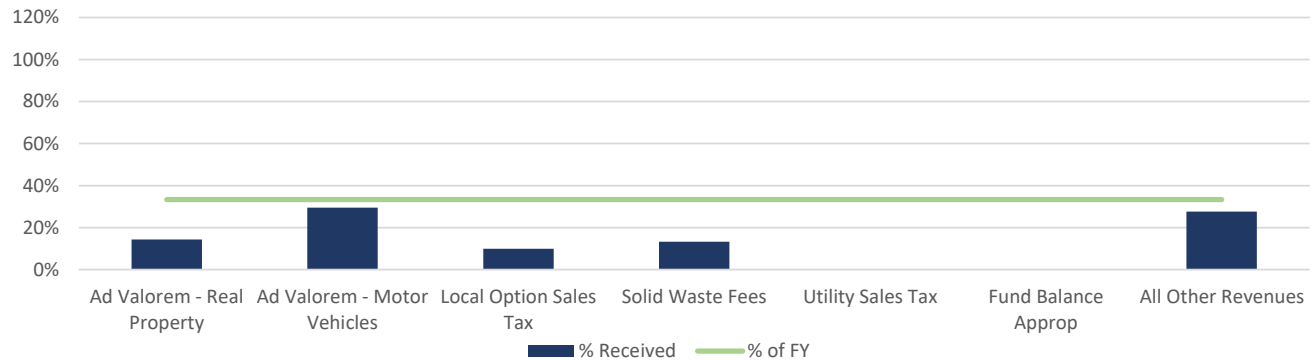
Supplementary Information

Cash & investments
Budget Transfers & Amendments



General Fund

Revenues

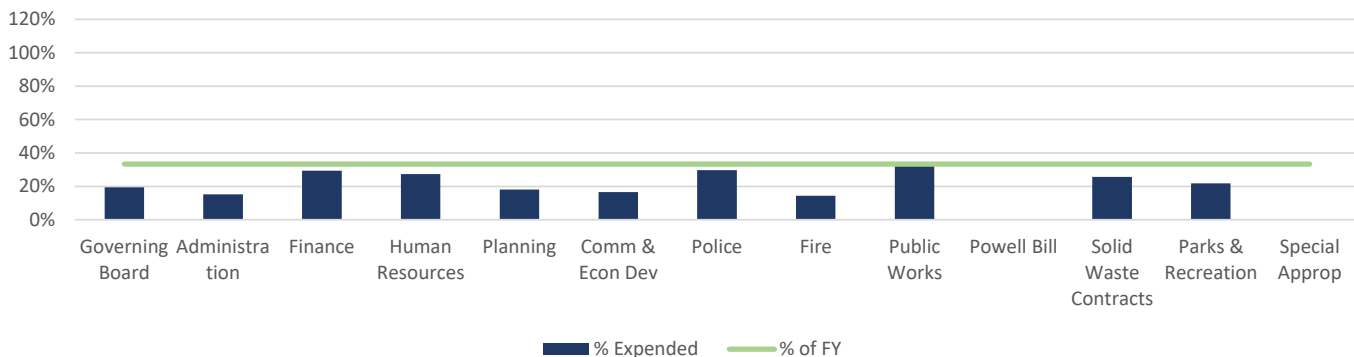


33% = % of Fiscal Year

	FY20-21 Actual	FY21-22 Budget	FY21-22 Actual	YTD %
Ad Valorem - Real Property	\$5,364,558	\$5,550,000	\$795,668	14%
Ad Valorem - Motor Vehicles	580,981	560,000	165,019	29%
Local Option Sales Tax	1,789,429	1,690,000	168,251	10%
Solid Waste Fees	798,787	810,000	107,149	13%
Utility Sales Tax	448,957	440,000		0%
Fund Balance Approp		3,133,280		0%
All Other Revenues	3,279,260	1,436,780	395,744	28%
Total	\$12,261,973	\$13,620,060	\$1,631,831	12%

- Most revenues are at expected levels this early in the fiscal year
- Local Option Sales Tax and Utility Sales Tax have a three month lag in receipts

Expenditures



33% = % of Fiscal Year

	FY20-21 Actual	FY21-22 Budget	FY21-22 Actual	YTD %
Governing Board	\$116,475	\$159,500	\$30,965	19%
Administration	585,288	774,490	117,754	15%
Finance	588,537	623,200	183,161	29%
Human Resources		287,850	78,613	27%
Planning	746,185	725,360	131,295	18%
Comm & Econ Dev	163,987	230,900	38,107	17%
Police	2,697,319	3,017,250	894,725	30%
Fire	1,196,168	1,215,890	174,842	14%
Public Works	684,760	866,820	284,640	33%
Powell Bill		585,000	2,600	0%
Solid Waste Contracts	693,394	744,000	191,395	26%
Parks & Recreation	673,390	1,170,850	254,872	22%
Special Approp	983,066	3,218,950		0%
Total	\$9,128,569	\$13,620,060	\$2,382,969	17%

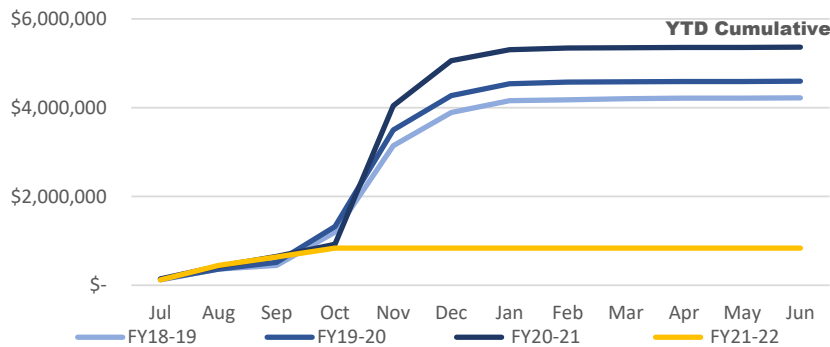
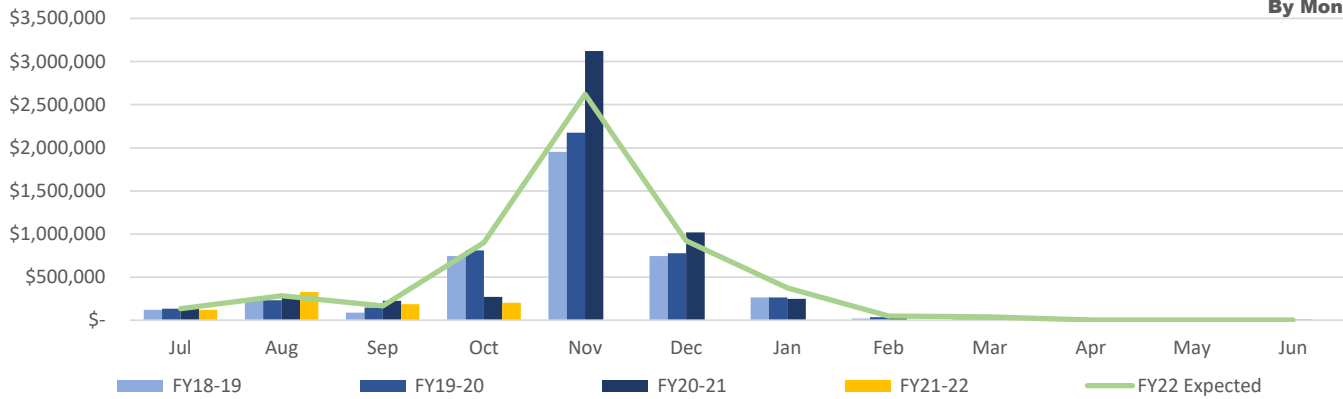
- Department expenditures at expected levels
- Some departments close to benchmark due to early one-time expenditures

General Fund

Property Tax - Wake County Collections

#1 largest revenue

By Month

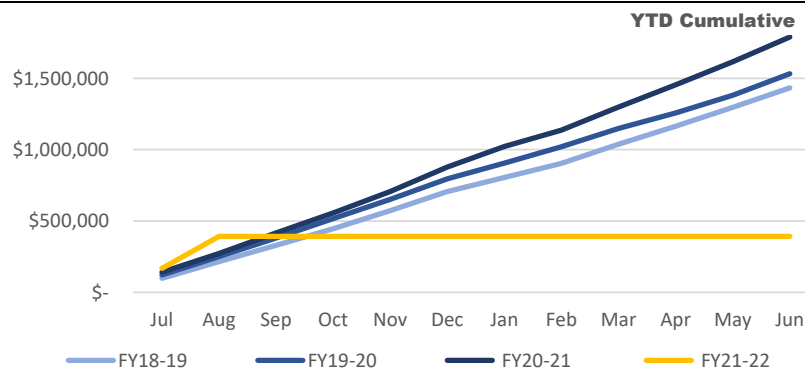
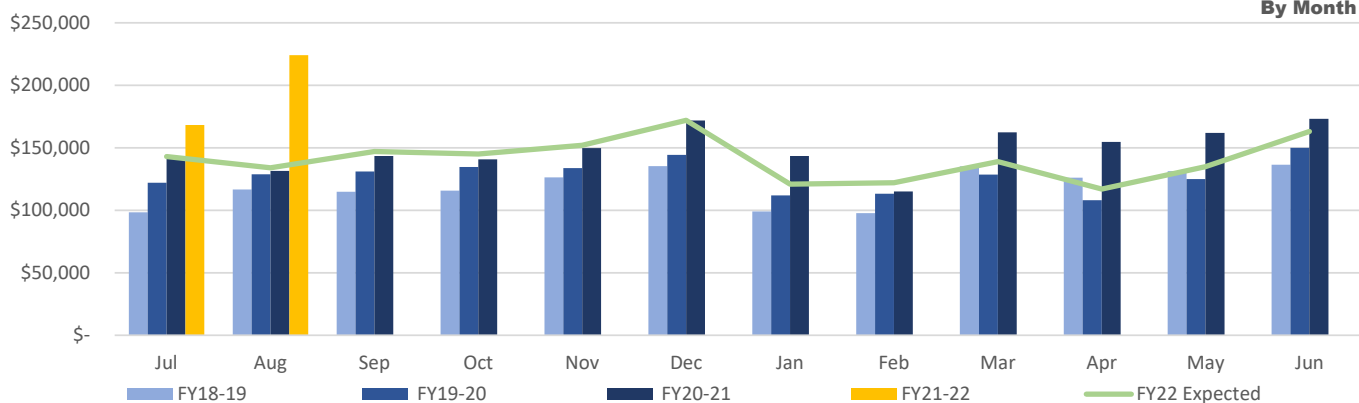


- Property tax revenue consistent with prior years - usually 28% collected of total levy by October
- October revenues have been less the past 2 years
- Solid waste fee collections mirror these results

Local Option Sales Tax

#2 largest revenue

By Month



- Prior FY20-21 sales tax revenues finished strong after declines in the spring of 2020
- Continued sales tax growth expected in FY21-22
- Large increase in August 2021 seems to be related to updated population from 2020 census.

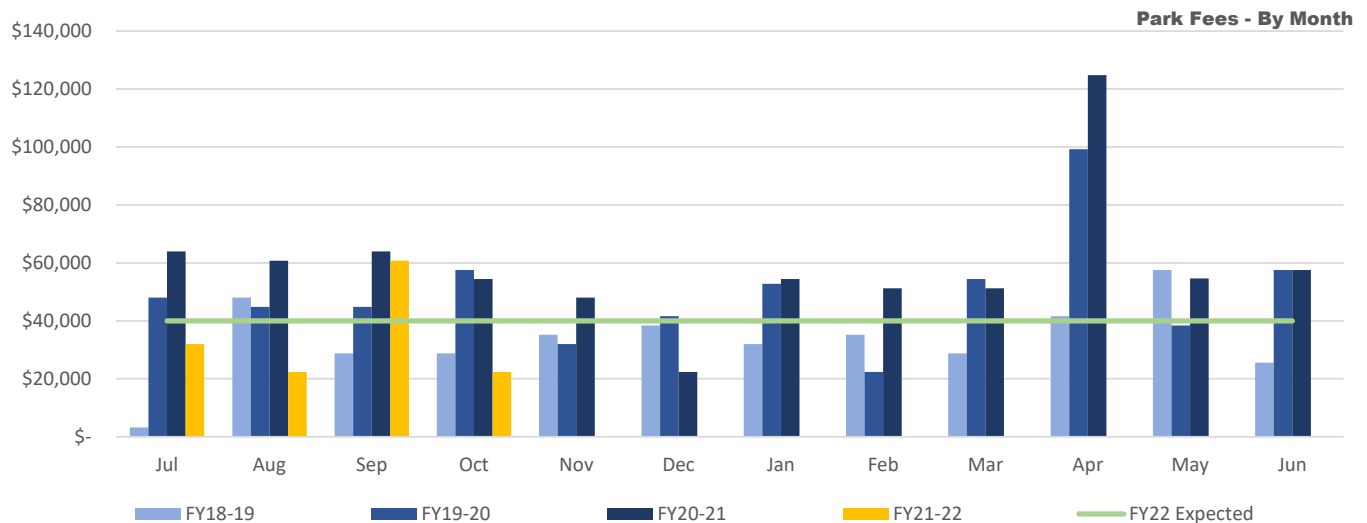
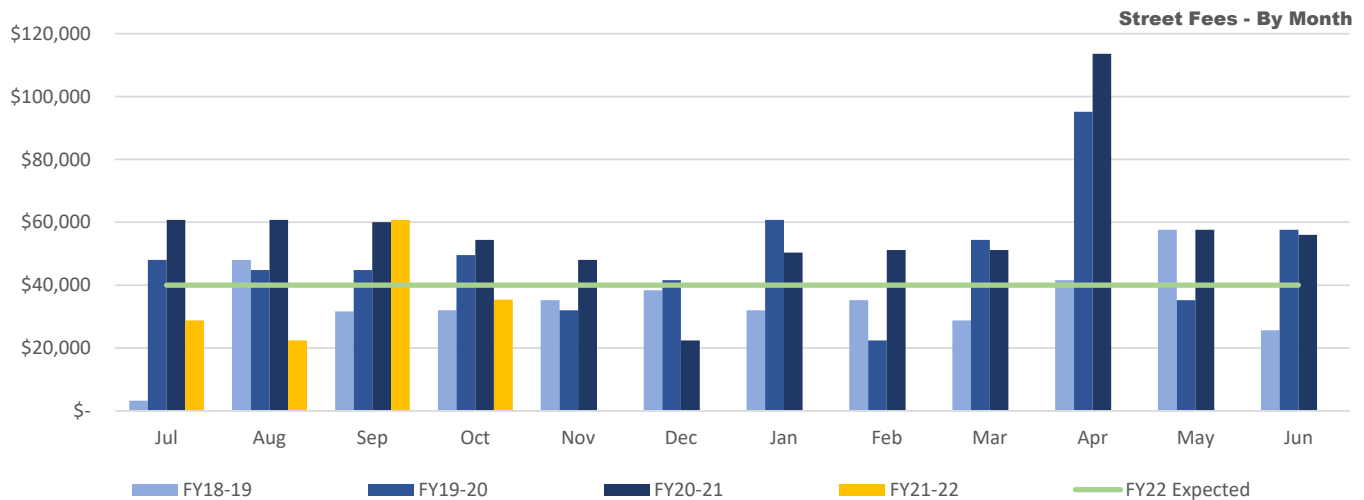
Capital Projects Fund

Revenues & Expenditures

	FY20-21 Actual	FY21-22 Budget	FY21-22 Actual	YTD %
Revenues				
Streets-related	\$686,723	\$480,000	\$150,583	31%
Parks-related	707,797	480,000	115,276	24%
Fund Balance App		1,146,085		0%
All Other Revenues	1,600,000	1,750,000		0%
Transfer In	795,000	1,361,500		0%
Total	\$3,789,520	\$5,217,585	\$265,859	5%
Expenditures				
Streets	\$858,925	\$1,837,109	\$506,489	28%
Park	432,634	1,400,000	261,112	19%
General	\$2,083,793	\$1,980,476	\$16,330	1%
Retain in Capital Rsv				
Total	\$3,375,353	\$5,217,585	\$783,931	15%
YTD Fund Bal Inc/Dec	\$414,168		(\$518,071)	

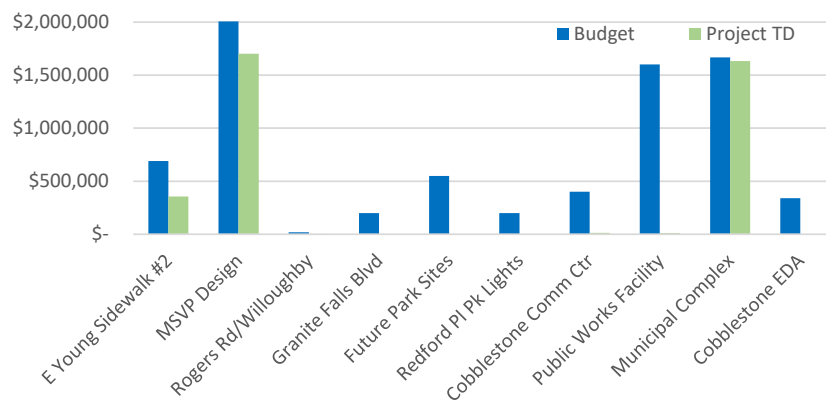
- Street Fees and Park Fees revenue varies widely from month to month, depending on local development activity
- FY20-21 saw strong receipts in these revenues
- Receipts for the beginning of FY21-22 are below expected levels

Capital Development Fees



Capital Projects Fund

Capital Project Status



Project	Budget To Date	Actual To Date
E Young Sidewalk #2	\$690,000	\$357,091
MSVP Design	2,006,756	1,701,556
Rogers Rd/Willoughby	20,000	207
Granite Falls Blvd	200,000	
Future Park Sites	550,000	
Redford Pl Pk Lights	200,000	
Cobblestone Comm Ctr	400,000	12,550
Public Works Facility	1,600,000	10,450
Municipal Complex	1,667,000	1,632,404
Cobblestone EDA	340,000	

East Young Sidewalk #2: Install pedestrian crossings at the US 401 By-pass and a multi-use path from the US 401 By-pass to Quarry Road. STATUS: The design for this project is complete. The bid package is under review with NC DOT.

Main Street Vision Plan: Realign the Burlington Mills Road and Main Street intersection and provide streetscape improvements along Main Street from Burlington Mills Road to Young Street. STATUS: Project design is underway and notice of bids is anticipated to go out in late 2021. Construction will begin in early 2022 and proceed through 2024. Right of way acquisition is in progress.

Rogers Rd/Willoughby: This is a project to complete the second entrance to the Willoughby subdivision, for which the Town accepted a street fee-in-lieu. STATUS: In the design phase.

Granite Falls Blvd: Design for the completion of Granite Falls Boulevard between Thales Academy and Burlington Mills Road. STATUS: Not yet in the design phase.

The Farm Park: A large-scale athletic and recreational facility is planned for The Farm site, acquired in 2017. A site master plan for the park was approved in 2020. STATUS: The John R McAdams Company has completed a master plan and 30% construction drawings for the site. Discussion is underway to determine the scope and phasing of the project.

Future Park Sites: Additional parks will need to be constructed in high growth areas, in accordance with the Parks & Recreation Comprehensive Master Plan. STATUS: Staff are currently evaluating potential sites for further review.

Redford Place Park Lights Replacement: Replace original field lights from 1994 on the ballfields. STATUS: Will be addressed by the new Project Coordinator.

Cobblestone Community Center: Design a community component at the Cobblestone mixed-use site. STATUS: A consultant has been selected and design is underway.

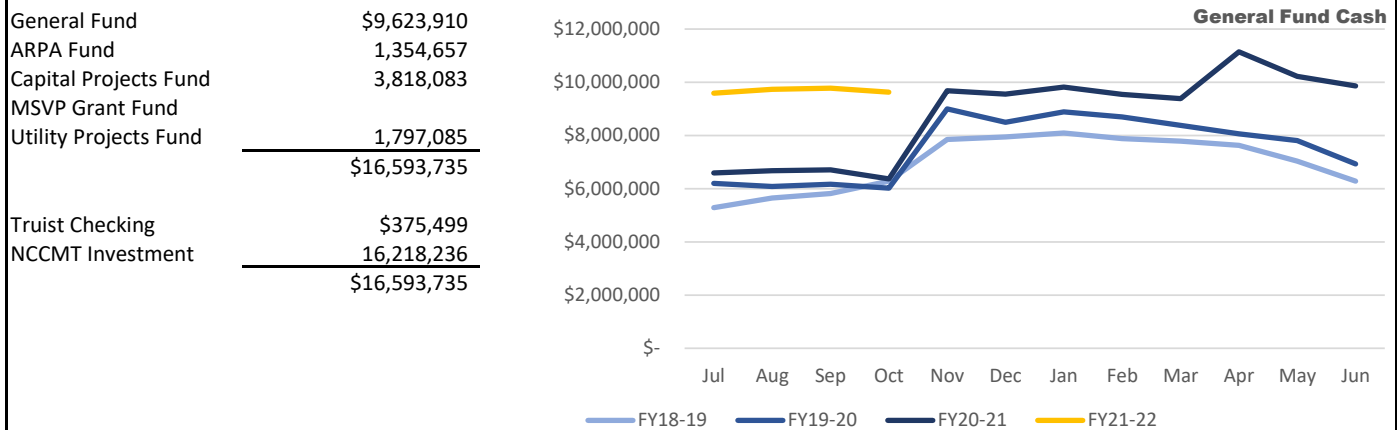
Public Works Facility: Design and construct a facility for public works operations at 805 E Young Street. STATUS: The land has been acquired, a consultant selected, and design is underway. Staff have temporarily relocated to the Town-owned land at 406 E Young Street.

Municipal Complex: Location for future municipal complex including Town Hall, Police Station, and Wake County Library. STATUS: Land has been acquired. Project pending further CIP programming.

Cobblestone EDA: Undergrounding of utilities and other incentives as outlined in the Cobblestone Economic Development Agreement. STATUS: Cobblestone project is underway.

Supplementary Information

Cash & Investments



Administrative Transfers

Date	From	To	Amount	Explanation

Board Transfers

Date	From	To	Amount	Explanation

Board Amendments

Date	Revenue		Expenditure		Amount	Explanation
9/7/21	100-4320	Grants - Federal	100-310-5415	Furniture & Equipment	\$40,800	roll bike grant, RHS camera grant
9/7/21	100-6900	Fund Bal Approp	100-xxx-5415	Furniture & Equipment	\$11,000	roll existing POs
9/7/21	100-6900	Fund Bal Approp	100-130-5264	Computer Softw & Svs	\$26,200	roll finance software conversion
9/7/21	100-6900	Fund Bal Approp	100-210-5262	Contracted Services	\$55,360	roll annex agree survey, LDO update
9/7/21	100-6900	Fund Bal Approp	100-310-5210	Maint & Repair Bldg	\$9,100	roll PD facility cameras
9/7/21	100-6900	Fund Bal Approp	100-310-5264	Computer Softw & Svs	\$5,200	roll PD server replacement
9/7/21	100-6900	Fund Bal Approp	100-410-5262	Contracted Services	\$30,000	roll stormwater mapping Phase II
9/7/21	100-6900	Fund Bal Approp	100-610-5262	Contracted Services	\$58,000	roll open space and greenway plan
9/7/21	100-6900	Fund Bal Approp	100-610-5425	Other Improvements	\$46,920	roll gateway, greenway signage
9/7/21	100-6900	Fund Bal Approp	400-724-5262	Contracted Services	\$721,500	MSVP design additional funds
9/7/21	400-6900	Fd Bal Approp - Street Fe	400-725-5262	Contracted Services	\$85,000	MSVP design additional funds
9/7/21	100-6900	Fund Bal Approp	420-727-5410	Intrastructure	\$565,000	MSVP construction addit funds
9/7/21	420-4320	Grants - Federal	420-727-5410	Intrastructure	\$565,000	MSVP construction addit funds
9/7/21	420-4235	Reimbursement	420-729-5410	Intrastructure	(\$515,000)	Wallbrook devlpr reduction
9/7/21	100-6900	Fund Bal Approp	420-730-5410	Intrastructure	\$30,000	MSVP ADA curb ramps
9/7/21	420-4325	Grants - State	420-730-5410	Intrastructure	\$118,000	MSVP ADA curb ramps

Rolesville Downtown Development Association

FYI REPORT

November 2021



One of the goals in the town's Economic Development Strategic Plan refers to creating a community to attract talent by recommending the implementation of the Main Street Program as a strategy for retention and expansion of small businesses. While Rolesville is not eligible to be designated a North Carolina Main Street™ community, the services and resources provided through the state's NC Main Street and Rural Planning Center at the Department of Commerce are available to the Town.

Last year, Community and Economic Development Manager, Mical McFarland, began to assemble a group of individuals interested in reinvigorating Main Street through marketing, beautification efforts, and organizing activities and special events to help create a sense of place in the heart of Rolesville. The group would also seek to attract new businesses and support existing ones; working with local stakeholders, the Chamber of Commerce, and the Town of Rolesville to focus on downtown development.

In January 2021, the Town enlisted the assistance of Bruce Naegelen with the NC Main Street and Rural Planning Center to work with this group of volunteers to help guide and facilitate organizational development, develop an economic positioning/vision statement, and develop a plan of work. Beginning in February, Mr. Naegelen led the group through a series of training sessions and workshops on the Main Street approach to downtown revitalization and small business development. This past summer, the group also participated in a SWOT analysis to identify Rolesville's assets, and any opportunities and challenges to the redevelopment of Hwy. 401 Business.

More recently, the group decided on a name - the **Rolesville Downtown Development Association** - and has chosen an "area of focus" to concentrate efforts. While the Town's Main Street grant project is a roadway improvement project along the entire stretch of Main Street from the Jonesville Rd. intersection up to Young Street, the group asked itself, "What is Rolesville's 'downtown'? What would or could be unique to Rolesville in the future as a destination for visitors"?

Discussion took place around what part of Main Street is truly going to be walkable with local small businesses, food, cafés; and where Town events, festivals, and other outdoor gatherings would be held, rather than areas dominated by vehicular traffic. Grocery stores and fast food restaurants are great, but not unique to Rolesville, and aren't what you might find in marketing materials or town centers.

And so the group chose to focus on the Young and Main Street intersection where the Town will be creating outdoor public space with the Main Street grant project, where Cobblestone Village will be located, and also where a future civic campus including a new Town Hall, library, and Police Station will be located.

An Economic Positioning (or, Vision) Statement derived from discussion during the SWOT analysis, and an initial plan of work was determined. The Economic Positioning Statement and work plan are attached herein.

Membership

- | | |
|-------------------|---|
| • Rodney Privette | Economic Development Manager, Mical McFarland |
| • Teresa Mobley | Town Manager, Kelly Arnold |
| • Rick Eddins | Town Board Liaison, Commissioner Sheilah Sutton |
| • Kevin Eddins | Mayor, Ronnie Currin |
| • Sherri Bauer | |
| • Justin Thigpen | |
| • Barbara Timmons | |
| • Shannon Moser | |
| • Susan Flowers | |
| • Mary Ka Powers | |

The Main Street Approach

What Are the Four Points?



Main Street™ is a philosophy, a program, and a proven comprehensive approach to downtown commercial district revitalization. This approach has been implemented in over 1,200 cities and towns in 40 states across the nation with the help of the National Main Street Center and statewide downtown revitalization programs.

The success of the Main Street™ approach is based on its comprehensive nature. By carefully integrating four points into a practical downtown management strategy, a local Main Street™ program will produce fundamental changes in a community's economic base:

Organization involves building a Main Street™ framework that is well represented by business and property owners, bankers, citizens, public officials, chambers of commerce, and other local economic development organizations. Everyone must work together to renew downtown. A strong organization provides the stability to build and maintain a long-term effort.

Promotion creates excitement downtown. Street festivals, parades, retail events, and image development campaigns are some of the ways Main Street™ encourages customer traffic. Promotion involves marketing an enticing image to shoppers, investors, and visitors.

Design enhances the attractiveness of the business district. Historic building rehabilitation, street and alley clean-up, colorful banners, landscaping, and lighting all improve the physical image of the downtown as a quality place to shop, work, walk, invest in, and live. Design improvements result in a reinvestment of public and private dollars to downtown.

Economic Restructuring involves analyzing current market forces to develop long-term solutions. Recruiting new businesses, creatively converting unused space for new uses, and sharpening the competitiveness of Main Street's traditional merchants are examples of economic restructuring activities.

(Source: <https://www.mainstreet.org/mainstreetamerica/theapproach>)



TO: Mical McFarland, Town of Rolesville
FROM: Bruce Naegelen, Community Economic Development Planner
DATE: November 4, 2021
SUBJ: Downtown Rolesville Economic Positioning Statement/Work Plan

Here is the final version of the recommended Downtown Rolesville Economic Positioning/Vision Statement and initial Implementation Plan for FY22 & FY23.

Economic Positioning Statement/Vision

Downtown Rolesville, just northeast of The Triangle, is a walkable destination where everyone can spend the day shopping, playing, and gathering. As the town's cultural center, Downtown Rolesville attracts regional visitors to annual events, concerts, and festivals. Like the age-old granite that Rolesville sits upon, Rolesville fosters a solid business community that supports entrepreneurship and innovation.

Rolesville Economic Positioning Implementation Plan FY22 & FY23

The Implementation Plan helps guide the next steps toward implementing the Positioning/Vision statement with four (4) Strategic Goals, Objectives, and Actions. This will eventually be incorporated into your 2-3 year Downtown Work Plan.

Rolesville Economic Positioning Implementation Plan FY22 & FY23

Economic Positioning Statement/Vision: Downtown Rolesville, just northeast of The Triangle, is a walkable destination where everyone can spend the day shopping, playing, and gathering. As the town's cultural center, Downtown Rolesville attracts regional visitors to annual events, concerts, and festivals. Like the age-old granite that Rolesville sits upon, Rolesville fosters a solid business community that supports entrepreneurship and innovation.

Strategic Goal #1: Organization	Strategic Goal #2: Walkable Destination	Strategic Goal #3: Attract Regional Visitors	Strategic Goal #4: Support Entrepreneurship & Innovation
Objective 1.1: Create a Downtown Advisory Committee	Objective 2.1: Provide day-long activities for residents and visitors	Objective 3.1: Increase visitors by 15% to downtown Rolesville by 6/30/23	Objective 4.1: Add 3 new local targeted businesses by 12/31/22
Action 1.1.A: Develop advisory Committee bylaws for adoption by the Town by 12/31/21	Action 2.1.A: Identify all activities, places, stores, gathering spots, etc.	Action 3.1.A: Determine method to measure baseline of visitors	Action 4.1.A: Identify current business mix and what business types are missing
Action 1.1.B: Appoint initial core group to committee by 01/31/22	Action 2.1.B: Identify ped/bike friendly pathways & desired amenities along the way	Action 3.1.B: Determine target markets - geographical, demographics	Action 4.1.B: Establish a Business Retention and Expansion program
Action 1.1.C: Develop a 3-year plan of work by 4/1/22.	Action 2.1.C: Create a changeable map linking all the above to walkable trails, paths, sidewalks	Action 3.1.C: Create marketing plans and materials, including itineraries (templates), to provide ideas for half-day and day-long visits.	Action 4.1.C: Identify available buildings for new businesses and begin recruitment program.
Objective 1.2: Keep track of businesses and buildings	Objective 2.2: Minimize Business Disruptions During Main Street Streetscape Project	Objective 3.2: Increase efforts to improve town's appearance - <i>Strategic Goal 5 - Strategic Plan 2020-2022</i>	
Action 1.2.A: Develop a Downtown Building and Property Database to keep track of occupied buildings & businesses, available for lease/sale, and contact info etc. A template is available through the NC MSRPC	Action 2.2.A: Develop and implement a communication and signage plan by researching other towns that had successful projects.	Action 3.2.A: Engage a landscape architect or other appropriate consultant to assist in the development of design guidelines/standards for downtown district.	